MILLSAPS COLLEGE

Curriculum Committee
Major/Minor/Concentration Change
Form

Date Changes are Requested to go into Effect Catalog Year: _____

*Please note proposals/changes need to be approved by April 1st of each year to ensure that they make it into the upcoming catalog

Purpose:

To modify existing requirements and/or course sequencing of an existing major, minor, or concentration.

Instructions:

- Complete the entire form below and submit the current checklist and an updated checklist that clearly indicates the changes as they should appear in the catalog.
- If the major/minor/concentration change affects another department, the proposer must contact the chair of that department and attach email correspondence to show communication and collaboration.
- If the change involves the creation of new courses, a "Course Addition" form must be generated for each new course.
- If the change involves the modification of existing courses, an "Existing Course Modification/ Deletion" form must be included for each affected course.
- If unsure about the depth of detail required in this form, especially for Section B, contact the Chair of the Curriculum Committee prior to filling this form.
- If more room is needed, please add an addendum and clearly identify which item is continued.

Date: _____

Submitted by: _____

Department: _____

Department Chair Signature (e-signature is acceptable): _____

Have you spoken with your entire department before submitting this proposal to ensure you are on the same page? Check one: YES   NO

A. What major, minor, or concentration are you proposing be changed? Please use full title as it appears in the current college catalog. If you are changing more than one, please submit multiple forms.

B. Provide a summary and rationale behind the proposed change including any staffing adjustments that may accompany the proposed change. Provide information about 2- to 4-year course rotations (use separate sheet if necessary) and who will be teaching the courses affected. The description of the staffing impact should be proportionate to the proposed changes. Simply stating that the proposed change will have no impact on staffing is not sufficient.

C. If courses are being modified (title change, renumbering, catalog descriptions and sequencing of coursework), deleted, or added, "Course Addition" forms or "Existing Course Modification/Deletion" forms must be provided. Please indicate below which forms accompany this submission.

D. On a separate sheet, please provide the existing checklist as it appears in your major/minor/ concentration section in the current catalog and an updated checklist with the proposed changes as you would like to have it appear in the catalog. Make sure the proposed changes are clearly marked.

E. This form must be submitted to the Curriculum Committee. Signatures below are required for approval. E-signatures are acceptable

_____

Chair of the Curriculum Committee, Signed

_____

Provost and Dean of the College, Signed

_____

Registrar, Signed

_____

Date