

Date Changes are Requested to go into Effect Catalog Year: \_\_\_\_\_

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

**Purpose:**

To request to add an optional concentration to the Millsaps college catalog. This form should only be used if the concentration is optional for a student. For example, some departments require a student graduate with a major and a concentration. If that is the case, please fill out the “new major application form” since, in that case, the concentration is embedded in the major. If the concentration is simply an optional add-on for the student, then this is the appropriate form.

**Instructions:**

- Complete the entire form below.
- If the addition of this new optional concentration affects another department, the proposer should contact the chair of that department and attach email correspondence to show communication and collaboration.
- If the new concentration requires the addition of a new course, please fill out a “Course Addition” form. Each added course requires its own form.
- Similarly, if the new concentration requires changes to an existing course, an “Existing Course Modification/Deletion” form must accompany this request.
- A detailed four-year staffing plan must be submitted with this application.
- The proposal must be viewed and signed by the appropriate Divisional Dean (see below) before being submitted to the Curriculum Committee.
- If unsure about the depth of detail required in this form, contact the Chair of the Curriculum Committee prior to filling the 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): \_\_\_\_\_

Proposed New Optional Concentration Name:

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Proposed New Optional Concentration Code (4 letters): \_\_\_\_\_

How many credit hours will the new optional concentration be? \_\_\_\_\_

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 is the expected enrollment in this new optional concentration per year? Provide a data-informed rationale.

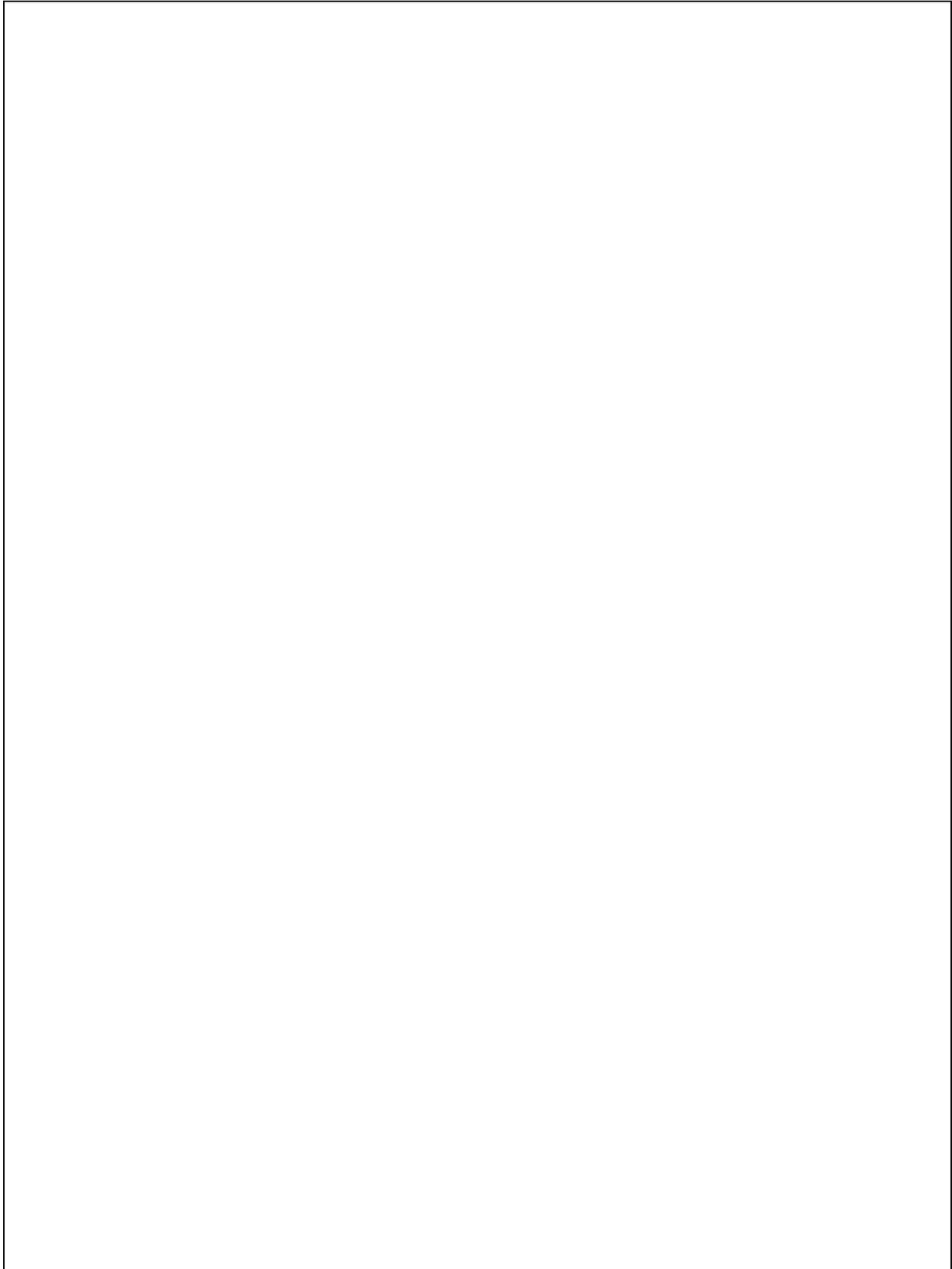
B. What is the purpose and justification for creating this new optional concentration? Provide a data-informed rationale, and explain how this new concentration aligns with the Millsaps College Mission Statement and Strategic Plan.

C. What additional resources (financial and physical, e.g. library, administrative support, faculty lines) will be needed in order to offer this new optional concentration?

D. Submit a detailed four-year staffing plan.

E. How will the addition of this new optional concentration impact current academic programs? (For example, if this optional concentration is added, will another existing minor change or go away? If one will go away, please provide detailed information in the space below. If one will change, please fill out "Major-Minor-Concentration Change" form.)

F. Create a checklist of requirements for the college catalog.

A large, empty rectangular box with a thin black border, intended for the user to create a checklist of requirements for the college catalog. The box occupies most of the page's vertical space.

G. Explain how this checklist was created and detail which other institution's similar program(s) were evaluated as a comparison.

H. Divisional Dean's comments:

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

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Divisional Dean, Signed

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Chair of the Curriculum Committee, Signed

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Provost and Dean of the College, Signed

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Registrar, Signed

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Date