Revising a Major, Minor, or Certificate
Catalog Year: 2020-2021

Review Before Completing This Proposal

1) This proposal must include the following:
- A copy of the current catalog's program requirements
- A revised curriculum requirements page
- Any new or revised course proposal forms that will affect the program requirements
- Emails and/or other written endorsements from the chairperson(s) of any department(s) that may be impacted by this revision

2) If this proposal is to discontinue a program, no curriculum requirements page is required.

3) If you are proposing to revise more than one degree, i.e., a Bachelor of Arts and a Bachelor of Science within your department, you must submit separate proposal forms.

4) Any incomplete proposals will be returned to the Department Chair and/or Dean.

Department: _____

Department Chair or Dean: _____

Division (check all that apply):   Day School   CCPS   Graduate Studies

Proposing a Revision to a (check all that apply):   Major   Minor   Certificate

Program Designation:

Major/Minor/Certificate Title: _____

Details of Proposed Revision

1) What requirements of the program are being revised? (check all that apply)

> Required Courses Listing
>
> Elective Courses Listing
>
> Creating Track Option(s)*
>
> Discontinuing Existing Major
>
> Discontinuing Existing Minor
>
> Discontinuing Existing Certificate

*Note, if proposing to create a new track option(s) for an existing major, a minimum of a 250 word rationale must be included with this proposal. Track options may not be proposed for minors.

2) Are there courses required in this revision proposal that are offered by other departments that will be effected by this proposal, including discontinuing a program?　　　Yes　　　　No

If yes, list these courses below and attach evidence that the departments have been notified of this proposal. Attach additional materials as needed.

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[                                                                    ]
[                                                                    ]
[                                                                    ]
[                                                                    ]
[                                                                    ]
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3) Will this program revision require additional facilities, equipment, and instructional resources (including library and technology resources)?　　　Yes　　　　No

If yes, Library Director's Signature is Required.　　_____　　_____
　　　　　　　　　　　　　　　　　　　　　　　Library Director　　　　　　Date

If yes, what additional resources will be needed?

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[                                                                    ]
[                                                                    ]
[                                                                    ]
[                                                                    ]
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4) Will your department be submitting proposals for course revisions or new courses that are required in this major/minor/certificate?　　　Yes　　　No

If yes, list the course numbers and course titles. Attach additional materials as necessary.

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[                                                                    ]
[                                                                    ]
[                                                                    ]
[                                                                    ]
[                                                                    ]
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Department Vote

Has your department voted on this proposal?   Yes   No

Vote Count: Yes_____   No_____   Abstain_____

Approval Process

	Signature	**Date**
Department Chair or Graduate Program Director (if applicable)	_____	_____
Dean of the School	_____	_____
Associate Provost of Adult, Online, and Graduate Education (if applicable)	_____	_____

Submit all proposal forms and additional materials as needed directly to Bethany Talley via campus mail, Bay Hall 139 or via email at btalley002@drury.edu.

For Office of the Registrar's Use Only

	Signature	**Date**
Registrar	_____	_____
Provost	_____	_____

College Curriculum Committee	Faculty Vote
Approved	Approved
Denied	Denied
Not Applicable	Not Applicable

Program Code _____   CIP Code _____