Curriculum Change Submission Form

Instructions: Use this template to submit all curriculum changes. Curriculum change proposals submitted in other formats will not be accepted and will be returned to sender. Send this completed form to your Program Director, School Dean and School Faculty for their approval. Only proposals approved by the School Dean and a two-third majority vote of School Faculty will be accepted by University Committee on Courses, Curriculum and Academic Policy (UCCCAP). Minutes from School meetings documenting approval of this curriculum change must accompany this form. Please review and follow the attached Process for Curriculum Change.

I. This form is to be used for all changes to the University Curriculum. Examples:
   A. Changes to the General Education Core
   B. Addition or Deletion of a major or minor
   C. Changes to the requirements of a major or minor
   D. Addition or Deletion of a course
   E. Changes in a course description
   F. Changes in the credit value of a course
   G. Changes in pre-requisites
   H. Other

II. Letter of Introduction
   A. Statement of Proposed Curriculum Change
   B. Rationale/Justification for Change – Supply supporting documentation that will outline the need for the change, due to student demand, a demand in the workplace, a reasonable supply of students, feasibility of implementing, its feasibility to work with in the framework of Cumberland University, and etc. Attachments should be placed at the end of this form.

III. Comparison of Present and Proposed Curriculum Change – Provide a side-by-side comparison of the present course or curriculum to the proposed curriculum change – any changes in majors, degrees, or programs of study should be outlined in the format used in the current University catalog.

IV. Peer Institution Comparison – Provide peer institution comparisons (two suggested). These comparisons ensure that Cumberland University maintains educational standards that are equal to or above our peers. Name the Schools, identify comparable curriculum and how your curriculum proposal is equivalent to or exceeds these peers.

V. For All New Courses – List the Student Learning Outcomes, Prepare an Initial Course Assessment Document Sheet (CADS), and prepare a syllabus
VI. Submission Information
A. Date of Submission
B. State Any Temporal Concerns (time constraints or deadlines that the proposal is subject to)

Required Signatures:

1. Proposal Initiator
   _______________________________  Date__________

2. Program Director
   _____________________________  Date__________

3. School Dean
   ____________________________  Date__________
   (for the School)

4. UCCCAP Chairperson
   _____________________________  Date__________

5. V.P. for Academic Affairs
   ______________________________  Date__________
   (for the Dean’s Council)

6. University President
   ______________________________  Date__________

7. University Registrar
   ______________________________  Date__________
   (verifies implementation of any change)

This completed form will be filed in the office of the registrar. Copies may be retained by appropriate evaluators.