

Minor Change to Existing Program (MCP) Proposal Form

Prior to completing this form, proponents are asked to consult the LA&PS curriculum office for clarification on the proper proposal template and process to follow based on the type of changes sought.

# Proposal Package

The proposal package must include the following:

¨ evidence of unit-level approval on the completed MCP form

¨ Consultation form (if applicable, such as when cross-listings are affected)

# Departmental Curriculum Approval

The Committee on Curriculum, Curricular Policy and Standards will not consider new course proposals that has not received department-level curriculum approval.

**Name: Position: Date:**

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# Contact Information

**Department:**

**Undergraduate Program Director:**

**Proponent’s Name: Proponent’s Email:**

# Current Program Information

**Program Name:**

**Change Effective Academic Year:**

# Minor Change Description

1. What is the proposed change?
2. How does this change affect the program?

# Academic Rationale

1. How does this change clarify requirements or options for students?
2. How does this change contribute to program identity or coherence?
3. How does the change affect the program’s effectiveness at preparing students to meet the program learning outcomes?

# Calendar Copy

Use information from the current Academic Calendar. Denote additions in **bold, blue, underlined** type and deletions with a ~~strikethough~~ in the left column.

|  |  |
| --- | --- |
| Current Calendar CopyExample: ~~Delete this test~~ | Proposed Calendar Copy Example: **Add this text** |
|  |  |

# Course Information

## New Courses

List any new courses that will be created as a result of the proposed program change. Include the rubric, number, credits and title:

**Submit a New Course Proposal form for each course along with this CEP.**

## Existing Courses

List any existing courses that will be revised as a result of the proposed program change. Include the rubric number, credits and title:

**Submit a Change to Existing Course Proposal Form for each course along with this CEP.**