Curriculum Change Proposal:
Change to an Existing Minor

This document should be used as a planning tool and a reference for Curriculum Change Proposal (CCP) submission.

As you fill out the CCP form, you will be asked to upload required documents. These upload submissions will replace the act of turning in documents to various offices by email. For this CCP, you will upload a Word .doc with changes to the catalog language.

To propose a change to an existing minor, you should have the following information before filling out the Change to Existing Minor Qualtrics form:

Basic Information
- Proposed catalog year cycle for implementing the change
- Name of the minor
- The College/School and, if applicable, the Department sponsoring the change
- Names of all individuals who supplied: Departmental approval, College approval, and Dean approval, along with approval dates.

Catalog Language and Proposal Rationale
- The title, along with any subsections, of the catalog to be changed.
  - For reference, see Undergraduate Catalog here and see Law Catalog here
- You will also be asked to supply a separate Word .doc containing the catalog language, striking through and replacing only the specific language to be changed. Underline added words. Please do not use track changes, and do not include hyperlinks in your answer.
- An explanation of each proposed change/s and a detailed rationale for each individual change (e.g. why are these changes necessary/desirable?)

Logistics
- Number of students expected to receive the minor each semester (if altered by change)
- Maximum number of students who can be in the minor program at any given time
- Any changes to admissions requirements
- Number of hours required for completion (transcript-recognized undergraduate academic minors require a minimum of 15 hours of course work but no more than 18 hours)
- Any changes in membership to the Minor Faculty Committee
- Minor Faculty Committee Chair
- Any courses that used to qualify but will no longer qualify for the minor
- Any course that will now qualify and had not qualified before
  - For each course that will qualify for the new minor:
    - Abbreviation
    - Number
    - Title
    - Semester credit hours
    - Whether the course requires any prerequisites
      - If so, what those prerequisites are
• Any changes to other requirements for the minor
• **ONLY IF** your proposal involves changing the minor’s CIP code, you will be given the (optional) opportunity to suggest a CIP code. Use the federal CIP code selector site to review codes. If you do decide to suggest a CIP code, you will be asked to provide a brief rationale for your choice.

**Out-of-Program Impact**
*If your proposed change to the minor will have a discernable effect on other academic units (e.g. budget, student enrollment), you are required to obtain approval from those units. Approval can only be granted by a Dean, an Associate/Assistant Dean, or a Chair/Director.*

First, the CCP form will ask several questions to attempt to assess whether this change will have an impact on any academic programs outside of the unit proposing the change. You will need to know if the change:
• Involves courses in other colleges/schools
• Involves courses in your college that are frequently taken by students in other colleges
• Might cause a net increase or a net decrease in the number of students from your college taking courses in other colleges
• Might cause a net increase or a net decrease in the number of students from outside your college taking courses in your college
• Involves changes to the core curriculum or other basic education requirements

If it is clear that the change will affect specific outside programs, the form requires you to provide the approval information for any affected units including:
• Title of approver (must be a Dean, Associate/Assistant Dean, or a Chair/Director)
• Name of approver
• Date of approval
• Approving unit’s official response