Proposals to the Curriculum Committee regarding a change to a major, minor, concentration, or interdisciplinary program are typically either small or large. The proponent should consult with the Curriculum Committee Chair to determine which format is more appropriate.

**General Guidelines**

- The formal proposal should be submitted by the department chair or program director.
- The level of formality of the proposal should approximate that of the catalog, and all proposed changes to the catalog should be comparable in format and language to currently existing descriptions and conventions used by all departments.
- Proposals should be submitted as one continuous and complete document, with numbered pages, and not have large blank spaces, to facilitate review and to avoid waste.

**I. Proposals for small changes**

If proposing a number, title, or catalog description change, the proposing department’s formal memo must include the current number, title, and description of the course(s) involved, and a separate listing of the proposed changes, along with a brief rationale.

**II. Proposals for large changes**

If proposing a new interdisciplinary program, concentration, minor, or major, or proposing a significant change to an existing interdisciplinary program, concentration, minor, or major, the proposing department must include the following information (and in general, the model and guidelines for proposing an individual new course should apply).

- **A. Description for catalog:** including all updated and revised language for the Assumption catalog resulting from the proposed change. This should be comparable to existing catalog descriptions and must include a list of required courses and necessary or recommended sequences.

- **B. Rationale:** the rationale should be a thorough consideration of the grounds justifying the new interdisciplinary program, concentration, minor, or major, including, but not limited to: comparable programs elsewhere, relevant licensing issues or other regulations, availability of courses at Assumption College and in the Consortium, likely student interest, applicability for students, and availability of full-time and adjunct faculty.

- **C. Program overview:** Provide a list of necessary courses, and requirements, and a typical sequence, including pre-requisites. If appropriate, recommended sequences can be included, as well as a discussion of other non-course requirements, and descriptions for all courses.

- **D. Relation to the broader curriculum:** The proposal should examine majors, minors, and concentrations already offered in all related disciplines, and explain how any potential overlap is addressed. If there are such duplications, they must be explained.
E. **Resources:** Are the library resources, lab facilities, and other media sufficient? If not, how will this problem be addressed? In the event of any shortcomings, a detailed reply should be provided.

F. **Department vote:** Necessary before submission: each proposal must include the vote tally of the department’s tenured and tenure-track faculty (Yes—No—Abstain) and approval of the chair.