**SIMPSON COLLEGE: Proposal Form for a Change of Major, Minor or Certificate**

1. *All changes to major, minors and certificates require faculty approval.*
2. *Package of proposals from department must include a cover letter summarizing the changes.*
3. *If the change in the major, minor or certificate requires courses from more than one department, request a supporting e-mail from chairs of departments of all required courses.*
4. *Use a separate form for each major, minor or certificate.*
5. *Form must be submitted as a Word document.*
6. *All changes to majors and post baccalaureate certificates require submission of an updated assessment plan with the Student Learning Improvement Committee prior to or in conjunction with submission of this form.*
7. *Change to majors and post baccalaureate certificates will not be forwarded on to the faculty for vote until the updated annual assessment plan has been approved by the Student Learning Improvement Committee.*
8. *Departments must consult with the registrar on the recommended format of the requirements (for example course numbering, possible degree audit formatting, course sequencing etc.) prior to submission of the proposal.*
9. *Form must be e-mailed from the department chair to* [*epcc@simpson.edu*](mailto:epcc@simpson.edu) *(for Undergraduate Programs) or* [*pbcc@simpson.edu*](mailto:pbcc@simpson.edu) *(for Graduate and Post-Bacc. Programs) and cc’d to* [*slic.reports@simpson.edu*](mailto:slic.reports@simpson.edu)*, the division chair and the registrar.*

**Department**: Click here to enter Department Name. **Date**: Click here to enter a date.

**Proposed by**: Click here to enter proposer’s name

**Current Program Information**

|  |  |
| --- | --- |
| Type of Program: | Choose an item. |
| Educational Level: | Choose an item. |
| Title of current program: | Click here to enter text. |
| Current description of major/minor/certificate included in the catalog: Click here to enter text. | |
| Current requirements of the major/minor/certificate: Click here to enter text. | |
| **Proposed Program Changes (enter only items that are changing)**   |  |  | | --- | --- | | Type of Program: | Choose an item. | | Educational Level: | Choose an item. | | Title of program: | Click here to enter text. | | Description of major/minor/certificate to be included in the catalog: Click here to enter text. | | | Requirements of the major/minor/certificate: Enter information in #1 below. | | | Effective Catalog Year: | Choose an item. | | Consultation with the Registrar’s Office:[[1]](#footnote-1) | Choose an item. | | Annual Assessment Plan sent to Student Learning Improvement Committee:[[2]](#footnote-2) | Choose an item. | | |

**For administrative use only. Reviewed by**

SLIC Chair: Click to enter SLIC Chair’s name Choose Approval. Choose date.

EPCC/PBCC Chair: Click to enter EPCC Chair’s name Choose Approval. Choose date.

Faculty Approval Date: Click here to enter a date.

1. Course requirements of the changed major, minor or certificate.
2. Attach the updated Annual Assessment Plan which includes learning objectives of the major or post-bacc certificate, what will be collected for assessment purposes and a curriculum map of how the courses required meet the learning objectives. The updated Annual Assessment Plan must be approved by the Student Learning Improvement Committee prior to faculty consideration of the program. *If you are applying for a change to a minor, an Annual Assessment Plan is not required*.
3. Rationale for changing this major, minor or certificate. Include as attachments those documents that support changes to this major, minor or certificate, such as reports from advisory committees, studies of the need for this program, comparable programs at comparison schools, commitment of supporting the program from the department or academic affairs, etc.
4. How does this proposal affect the department(s)’s teaching load(s)?
5. For Undergraduate majors: How will incoming first-year students and transfer students complete the Disciplinary Writing and Speaking Requirements in the Major?
6. Will this proposal require the addition of or changes to courses? Yes  No   
   If yes, please use a separate New Course Proposal Form or Change Course Proposal Form for each course and include with this proposal.

**Registrar’s Office Tasks:**

|  |  |
| --- | --- |
| **Task** | **Completion date** |
| Colleague course catalog changes (CRSE) |  |
| Degree audit built |  |
| Departmental web page changes |  |
| Transfer guides changes/additions |  |
| Catalog copy changes |  |

1. Proposals for new programs must have a consultation with the registrar’s office prior to submission to EPCC in order to refine the details of the proposal. [↑](#footnote-ref-1)
2. Proposals for new majors or post-bacc certificates will not be forwarded on for faculty vote until the Annual Assessment Plan has been approved by the Student Learning Improvement Committee. [↑](#footnote-ref-2)