

EASTERN CONNECTICUT STATE UNIVERSITY
CURRICULUM COMMITTEE FORM
PROGRAM MODIFICATION NOT REQUIRING BOR APPROVAL
(Addition, deletion or modification of not more than 30 credits)

Instructions:

1. In addition to this completed form, a Program Modification proposal requires:
 - a clear rationale as to why the change is needed
 - current program description as it appears in the catalog
 - proposed program description as it would appear in the catalog
 - the current program requirements as they appear in the catalog (with changes highlighted or bolded)
 - the revised program requirements as they will appear in the catalog
 - Official emails from the following, as appropriate: Chair of Department with Overlapping Course, Writing Program Director, LAPC Chair

Note: Appropriate New Course Proposals or Course Modifications should be submitted as separate proposals. Program Modifications cannot be approved without appropriate Course Proposals/Modifications.

2. Upon completion, save the form and all supporting documents as a single PDF file and send it to the Department Chair and the Academic Dean for their signatures.
3. Submit the PDF containing the signed form and all documentation to Julie McGowan (mcgowanju@easternct.edu) in the Biology Department for review by the Curriculum Committee.

Note: Signed forms and supporting documents should be combined into one PDF. Please name the file according to the following guidelines:

Program Abbreviation (in all caps) → Program Name → Date → Form Name

For Example: PSY_Child Psych_2022 ProgMod.pdf

Due to the large number of proposals and paperwork received by the committee, paperwork that is not complete, organized, formatted correctly, or labeled clearly will be returned to the departments for resubmission. Any questions regarding paperwork prior to submission should be addressed to the Curriculum Committee Chair.

Resubmitting Revised Forms

Proposals that are returned to the department for revisions or additions requested by the Curriculum Committee will be sent via email. When indicated by the committee, substantive revisions should be initialed by the dean and relevant committee chairs. When revisions/additions are completed, forms and documentation should be resubmitted to Julie McGowan as a single PDF.

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UNIVERSITY SENATE BILL COVER SHEET

SB: _____ / _____ - _____

BILL CREATING/MODIFYING THE _____ PROGRAM

Sponsoring Department or Program: _____

Effective: SEMESTER: _____ YEAR: _____ Must be approved at least 1 semester prior to effective date

Actions proposed (check all changes included in this proposal):

- ☐ New certificate program of not more than 30 credits within an approved program
- ☐ Changing a certificate program of not more than 30 credits within an approved program
- ☐ Deleting a certificate program of not more than 30 credits within an approved program
- ☐ Change in major including entrance requirements, number of credits required, or other major structural changes (not including new specializations or concentrations)
- ☐ New undergraduate minor of not more than 18 credits (it is recommended that all new minor proposals be submitted to the Provost for comments prior to submission to the CC)
- ☐ Structural change/s to an undergraduate minor of not more than 18 credits
- ☐ Deleting an undergraduate minor of not more than 18 credits
- ☐ Other changes not requiring BOR approval – please describe:

SIGNATURES:

Department Chair or Program Director:

Name: _____ Signature: _____ Date: _____

Academic Dean:

Name: _____ Signature: _____ Date: _____

Provost:

Name: _____ Signature: _____ Date: _____

Curriculum Committee Chair: Do not request e-signature from Chair. Signature to follow Curriculum Committee review

Name: _____ Signature: _____ Date: _____

Senate President:

Signature: _____ Date: _____

University President:

Signature _____ Date: _____