

**\*Written proposals must include:**

- Rationale for change;
- Resource requirements;
- Recommendations for teaching, if applicable;
- Impact on students' requirements for the degree(s) to which the proposal applies;
- Impact on the total curriculum;
- Estimate of when change will be implemented;
- Changes in course objectives and/or learning outcomes, if applicable.

***Deadline Submission Dates:***  
*Changes for Spring - September 15*  
*Changes for Fall - February 1*

**Midway College  
 PROPOSAL FOR A CURRICULUM CHANGE**

**I. Describe the PROPOSAL CHANGE:**

PROGRAM

- a. Adding \_\_\_\_\_
- b. Modifying \_\_\_\_\_
- c. Deleting \_\_\_\_\_

COURSE

- a. Adding \_\_\_\_\_
- b. Modifying \_\_\_\_\_
- c. Deleting \_\_\_\_\_

\*Include course prefix, number, and title if adding, modifying, dropping an existing course. Note that adding new programs requires Board of Trustee approval. (Attach document if more space is needed)

**II. Requested by**

Name	Title	Date
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III. **Attachments:** Please see shaded list above left\* or refer to Faculty Curriculum Committee Mission and Procedures A.2.d. that describes the complete list of necessary attachments.

**IV. Action for Approval:**

A. Academic Program	Coordinator _____	Date _____
B. Division	Chair _____	Date _____
C. Faculty Curriculum Committee	Chair _____	Date _____
D. Faculty Assembly	President of Faculty _____	Date _____

*President of the Faculty submits the signatures above to appropriate Dean(s)' office(s) which gather the review signatures below and pass the request to the President of the College and the Board if required..*

V. **Review and Sign-off:** Please attach any comments for the Dean's review.

A. VP for Business Affairs	_____	Date _____
B. Director of Library Services	_____	Date _____
C. Registrar	_____	Date _____
D. VP of College Relations and Dev.	_____	Date _____

**VI. Vice President/Dean Recommendation(s):**

\_\_\_\_\_ Approved    \_\_\_\_\_ NOT approved                      \_\_\_\_\_ Approved    \_\_\_\_\_ NOT approved

_____	Date	_____	Date
Vice President/Dean of Women's College		Vice President/Dean of SCD	

**VII. Official Disposition:**

\_\_\_\_\_ Proposal is approved                      \_\_\_\_\_ Proposal is NOT approved

\_\_\_\_\_ Date

VIII. **Board Notification:** For substantive changes only. (Please refer to Faculty Curriculum Committee Procedures C 3.)

\_\_\_\_\_ Proposal is approved                      \_\_\_\_\_ Proposal is NOT approved

\_\_\_\_\_ Date