# Curriculum Proposal: [Please give a brief but descriptive title: “Course Description Change,” “Add New Course to the Catalog,” “Add Classes to/Remove Classes from Program Plan for X,” etc.]

**Instructions.** Please provide the information requested below. Delete the instructions/guidance in blue once you have filled out each section. Once you have finished, please email the form to the Division Chair. Proposals for new courses should include a copy of the syllabus. Proposals to modify a program plan should include a copy of the plan and specify the revision(s).

Contact Name:

Contact Email:

Contact Phone:

Contact Division: Social Sciences

**Current:** [Describe the current situation: Cut and paste the existing course description; state that there is no class on such and such a topic; state course X and Y are not currently required for Program X; etc.]

|  |  |
| --- | --- |
| **Proposed:** [Describe what you propose to do: Cut and paste revised course description, specify classes to be added to or removed from Program X, etc.] |  |
|  |  |
| **Justification**: [Explain why the proposed change is necessary and/or desirable. Some examples: “Change in description better reflects the course content.” “A review by the program faculty members shows that course X is redundant because its content is sufficiently covered in other required courses.” Etc.]  **Implementation Time Frame**: Fall \_\_\_\_\_\_. [Please specify the catalog year when the change will appear. Depending on the deadline set by the Registrar’s Office, it will either be the fall of the next academic year, or the year after that. If you are not sure, contact the Division’s Curriculum Committee representative(s) or the Chair.] |  |
| **Resource Impact:** [Please explain what resources will be required to implement the change. For example, will adding a new course to the catalog mean that an existing class will no longer be regularly offered or will the new class become one of several courses offered on a rotating basis? Individuals proposing new classes should specify whether the Library currently collects materials that would support the course. This can be determined by consulting the Collection Development and Maintenance Policy on the LCSC Library website. Even if a change does not appear to have any impact, it is helpful to explain why that is the case.] |  |