|  |  |
| --- | --- |
| **From**: \_\_\_\_\_\_\_\_\_\_[name and uvid]\_\_\_\_\_\_\_\_\_ | **Proposer (if other)**: \_\_\_\_\_\_[name and uvid]\_\_\_\_\_\_\_ |
| **Department/Program**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Unique ID**: \_\_\_\_\_\_\_[copy Unique ID generated by your Summary Memo, uvidmmddyyyy]\_\_\_\_\_\_\_\_\_\_ |

**Change in Major/Minor**

College of Arts and Sciences

1. **Does this application intend to** (pick one):

|  |  |  |  |
| --- | --- | --- | --- |
|  Change a major |  Change a minor |  Discontinue a major |  Discontinue a minor |

1. **Current Major/Minor**: \_\_[name, Plan Code; Plan codes may be checked in the Academic Requirement Outlines]\_
	1. **Is it a cross-disciplinary or interdisciplinary major/minor?**

|  |  |
| --- | --- |
|  Yes |  No |

* 1. If it is a cross-disciplinary or interdisciplinary major/minor, please list below the stakeholder-units in addition to the Department or Interdisciplinary Program submitting the application (copy and paste the line in order to list multiple partners; be sure to include all parties listed here under this specific Change in Major/Minor in the Table of Contents in the Summary Memo):

|  |  |
| --- | --- |
| (Department or Interdisciplinary Program) | (Chairperson or Program Director) |

1. **Please describe concretely the changes being proposed in the major/minor, and explain the rationale for each change.**
	1. [list as applicable: changed major/minor name, different requirement-lists, new or discontinued milestone-requirements, new or discontinued courses, changed total credit-hours, etc.]
2. **Although the College’s Academic Council bases its recommendations on the academic merits of the proposal, not the proposal’s resource-needs, please identify library, equipment, and other resources the proposed changes will require so as to be realized successfully.**
3. [list, as applicable]
4. **Proposed term and year in which the proposed change should become effective** (this request is subject to the Effectiveness Timetable set by Registration & Records):

|  |  |
| --- | --- |
| **Term**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Fall\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **In addition to any associated applications indicated in item3 above, and their Supplementary Documents, please submit and index with this application**:
	1. **Program Modification Form for the Office of the Provost** (see at <http://luc.edu/academicaffairs/curriculumresearch/curriculumdevelopment/programdevelopment/>)
	2. **Major/Minor Grid outlining the currently approved for of the major/minor side-by-side with the proposed changes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approvals** |  |  |  |
| Bibliographer (if needed) |  | Date |  |
| CAS Academic Council |  | Date |  |
| CAS Dean |  | Date |  |

NO LONGER PART OF THE FORM!

Change in Major/Minor: Associated Instructions

1. Your application-package (under one Unique Number) will require one Change in Major/Minor application form for each major, and one for each minor, that will require re-programming of its Academic Requirements Report in order to realize the curricular changes the application contemplates.
	1. Note that New Courses (for example) will *not* necessitate a Change in Major/Minor application if they will all be picked up as desired in the major/minor by an *existing* elective-rule.
	2. Note that *equivalent* courses need their counterparts in subject-areas *not* covered by an elective rule, to be included in elective lists (e.g., the fictional PPOL 375, Natural Resource Policy, must be added to the Forestry major’s elective-rule TREE 3## in order to extend the elective credit to students who take cross-listed PPOL 375/TREE 375 under its “other” course-number). LOCUS can, however, drill down to equivalent course-numbers for specifically programmed required courses and requirement-options, so this extra step is not necessary in those instances.
	3. Note that before-and-after grids *are required* as supplementary documents in the application-package for *every* major *and* for *every* minor that will be affected by the proposed changes, even if Change in Major/Minor applications are not required.
2. The heading information of the Change in Major/Minor form corresponds to the heading information of the Summary Memo eForm. We recommend that you draft in advance all the application-forms that will be part of your application-package, including any Change in Major/Minor forms needed, omitting only temporarily the Unique Number. Do not click the “submit” button of the Summary Memo until after all other documents are prepared and the Summary Memo has been filled out completely and double-checked for accuracy.
3. After you submit your Summary Memo, copy the Unique Number it generates for your application-package onto each of your application-forms, including any Change in Major/Minor forms needed. Then upload the application forms and all supplementary documents, and index all items by the Unique Number of the application-package. Please also complete the index with all metadata pertinent to each item: this coding will make it easier to find the curricular changes in the archive.
4. The Plan Code of the major or minor concerned in the application-document (item 2) is used in LOCUS for coding purposes (e.g., FRST-BS for our fictional major in Forestry). Convenient places to look so as to confirm your Plan Code include the index-list of the Academic Requirements Outlines (<https://lucweb.luc.edu/advsmt/> and use the menu-scrolls) and the outlines themselves.
5. The list of stakeholders in addition to the Department or Interdisciplinary Program submitting the application (item 2.b) should correspond to this specific Change in Major/Minor’s part of the Table of Contents in the Summary Memo, and confirm it. It is re-stated in the application form because not all applications in the package necessarily concern the same additional stakeholders. The line of the form may be copied and pasted in order to list multiple partners.
6. Item 3’s statement of changes in the major/minor, and their rationale, should be as full as needed to make clear your plans for the major/minor and demonstrate the merits of the changes. The Summary Memo’s brief statement of changes in the Table of Contents, by contrast, introduces the application-package overall and assists approvers and reviewers in navigating the package.
7. Although the College’s Academic Council bases its recommendations on the academic merits of the proposal, not the proposal’s resource-needs, identifying library, equipment, and other resources the proposed changes will require so as to be realized successfully (item 4) flags these considerations for other reviewers. In particular, if the proposal will require any changes in library-resources, please ensure the appropriate librarian is identified and included.
8. Presuming that approvals subsequent to Academic Council’s are gathered on-pace, Registration & Records undertakes to make changes in major/minor programming approved by AC no later than December of one academic year, effective as early as the Fall semester of the following academic year.
9. Please ensure that all information in this form is correct and consistent with the other documents in your application-package.
10. Please ensure that all course-applications and supplementary documents entailed by your Change in Major/Minor application are also submitted within your application-package under the same Unique Number. In particular, **the Provost’s Office now requires** a **Program Modification Form** (it may be downloaded from the link at <http://luc.edu/academicaffairs/curriculumresearch/curriculumdevelopment/programdevelopment/>), and a **Major/Minor Grid** showing side-by-side how the proposed changes fit into or affect the structures of the major/minor.