| Date: |  |
| --- | --- |

**Undergraduate CATALOG CHANGE Form**

| Name: |   |
| --- | --- |
| School/Department: |  |
| Email address: |  |

Upon receipt of this form UCC assumes that the proposed changes have been discussed and approved by the chair of the relevant school/department.

**A.** Please provide the header (or page number) of the section to be changed. Copy the **catalog text** to be changed from the current catalog on the Web and paste below. Reformat the text as follows:

* ~~Strike out~~ text to be deleted.
* Underline new text.

[*Insert catalog text here*]

**B.** Provide a **clean version of the new text** that can be copied and pasted directly into the faculty agenda and the new catalog:

[*Insert clean catalog text here*]

**C.** Please specify any “ripple effects” the changes might have for other courses, majors, departments or programs. Be especially careful about collateral changes such as pre- and co-requisites, term offerings, allied course requirements, and interdisciplinary departments. If any of the proposed changes have implications for other departments (enrollment, frequency of offerings, etc.) please consult with the affected departments and forward emails indicating support from the affected department.

[*Ripple effects explanation here. Appendix A required for any additional catalog changes.*]

**D.** Please provide a **rationale** for the changes including how they relate to the curricular section of your program’s strategic action plan. If appropriate, discuss how the changes address results you have obtained from ongoing assessment of your program’s objectives (not necessary for proposed grammatical changes and typographical errors).

[*Rationale here*]

**E.** Please discuss any budgetary or staffing implications of the changes. *This section will receive a preliminary review by the* ***Strategic Budget Committee Faculty.*** Describe any/all financial implications that result from these changes, including but not limited to:

1. If course changes are part of this proposal, provide a 3-year fall/spring listing of all sections (prefix, number and credit hours) anticipated to be taught by faculty in your department. Include any transitions from old courses to new ones, or substitutions that will be allowed.
2. Explain and justify any changes that necessitate overload pay, an adjunct contract or a new faculty member.
3. Describe any/all expenses related to the proposed changes in terms of supplies, equipment, annual fees/dues, accreditation costs, travel, software, licenses, printing, modifications to teaching environments/rooms, etc. Separate start-up costs from recurring, annual costs.
4. List and explain any secured donor funds for these changes (one-time gift, endowed funds, etc.).

  **This section may not be left blank.**

[*Implications here*]

| **F.** What is the desired implementation date? (e.g. “Fall 20XX”) |  |
| --- | --- |

**G.** Discuss the proposal with the chair(s) of any department(s) that might be affected as those areas experiencing collateral changes must complete **Appendix A**, which is to be submitted to UCC, SBCF, and the Provost at the same time. Incomplete forms will be delayed or returned.

**How to Submit:**

By submitting this form, you indicate the support of your Department/School.

Submit this form by email as an editable document to:

Undergraduate Curriculum Committee: **ucc@heidelberg.edu**

Strategic Budget Committee Faculty: **sbcf@heidelberg.edu**

Provost: Courtney DeMayo Pugno: **cdemayo@heidelberg.edu**

**Appendix A**

If any proposed changes impact any other schools/departments, it is the originating department’s responsibility to identify and notify the affected schools/departments. If the proposed changes do not require any additional changes to the catalog (example: proposed changes increase enrollment in another department’s class), the affected chairs should email UCC (ucc@heidelberg.edu) their approval.

If the impacted schools/departments also need to make catalog changes (example: elimination of a class that is a prerequisite for another department’s class), the originating department should forward Appendix A for review and/or completion. Once Appendix A is complete, it should be returned to the originating department who will then co-submit with their proposal.

| Name: |   |
| --- | --- |
| School/Department: |  |
| Email address: |  |

**A.** What catalog change/new course/new major prompted this submission?

[*Insert reference to primary proposal here.*]

**B.** Copy the **catalog text** to be changed from the current catalog on the Web and paste below. Reformat the text as follows:

* ~~Strike out~~ text to be deleted.
* Underline new text.

[*Insert catalog text here*]

**C.** Provide a **clean version of the new text** that can be copied and pasted directly into the faculty agenda and the new catalog:

[*Insert catalog text here*]

**D.** Please discuss any implications of the changes for your program, particularly regarding how they align with the curricular section of your program’s Strategic Action Plan.

[*Implications here*]

Submit this form as an editable document together with the original catalog change form to:

Undergraduate Curriculum Committee: **ucc@heidelberg.edu**

Strategic Budget Committee Faculty: **sbcf@heidelberg.edu**

Provost: Courtney DeMayo Pugno: **cdemayo@heidelberg.edu**