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

**Catalog Change Submission Form**

Undergraduate Curriculum Committee

|  |  |
| --- | --- |
| Name and title: |   |
| School/Department: |  |
| Email address: |  |
| Phone number: |  |

**A.** 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.

[*Ripple effects explanation here. Appendix A required.*]

**D.** Please provide a **rationale** for the changes.

[*Rationale here*]

**E.** Please discuss any budgetary or staffing implications of the changes.

[*Implications here*]

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

**How to Submit: Email in Word to** **ucc@heidelberg.edu**or to Graduate Studies Committee Chair. Obtain an email (or written) statement of support from Department Chair/Director and Dean prior to submitting the proposal to UCC or GSC. Discuss the proposal with the chair(s) of any department(s) that might be affected. Those areas experiencing collateral changes must complete Appendix A, which is to be submitted to UCC at the same time. An incomplete form will not be accepted for consideration.

Note: Committee and faculty assembly approvals are not to be construed as budgetary support. The administration will have oversight over budgetary implications.

**Appendix A**

Departments experiencing collateral changes must also complete catalog changes. It is the originating department’s responsibility to forward Appendix A to the impacted department(s) for completion. Once Appendix A is complete, the form must be electronically (consider utilizing Google Docs) given to the originating department who will then co-submit with their proposal.

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[*Implications here*]