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

**Undergraduate Catalog Change Submission Form**

Undergraduate Curriculum Committee

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| 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 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). *This section will receive a preliminary review by the Director of Curriculum Development and Innovation (Stephen Svoboda)*

[*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*** *and the* ***Director of Curriculum Development and Innovation*** *(Stephen Svoboda).* 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*]

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

**How to Submit:**

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

This form should be submitted simultaneously by email to:

Undergraduate Curriculum Committee: [**ucc@heidelberg.edu**](mailto:ucc@heidelberg.edu)

Provost: Bryan Smith at[**bsmith3@heidelberg.edu**](mailto:bsmith4@heidelberg.edu)

Director of Curriculum Development and Innovation: Stephen Svoboda at [**ssvoboda@heidelberg.edu**](mailto:ssvoboda@heidelberg.edu)

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, Provost, and Director of Curriculum Development and Innovation at the same time. Incomplete forms will be returned.

**Appendix A**

Departments experiencing collateral changes must also complete catalog changes. It is the originating department’s responsibility to identify affected departments and 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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[*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 catalog text here*]

**C.** 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*]