GONZAGA UNIVERSITY SCHOOL OF EDUCATION
CHANGE OF EXISTING PROGRAM PROPOSAL

This form is to be used for divisions/departments that are making changes to existing programs. Such changes may include adding/dropping courses (elective or required), alteration of courses required for program completion, altering course content, altering the number of required credit hours, etc.

**A change of program requires the completion of this form and documentation in which**

1. **change(s) are outlined clearly**
2. **rationale for change is clearly stated**
3. **supporting documentation is provided to address relevant areas (see below)**

Submit a copy of entire proposal to each Curriculum Committee member a minimum of 2 weeks prior to the scheduled meeting.

Program submitting change

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**Relevant Areas: Change(s) will**

<table>
<thead>
<tr>
<th>Alter electives</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alter required courses</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Alter # hours required to complete program</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Alter program content</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Cause catalog description of program to change</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Cause catalog description of course(s) to change</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

Affect programs other than your own

Potentially impact faculty load/adjuncts required

New course(s)

Other

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When will change be implemented?

Signature of proposer Date

Signature of Department Chair Date

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The Curriculum Committee’s recommendations will be forwarded to the Dean.

Signature of Dean Date