

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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Brief outline of proposed change(s):
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**Relevant Areas: Change(s) will**

<i>Alter electives</i>	YES	NO	<i>Affect programs other than</i>		
<hr/>			<i>your own</i>	YES	NO
<i>Alter required courses</i>	YES	NO	<hr/>		
<hr/>			<i>Potentially impact faculty</i>		
<i>Alter # hours required to</i>			<i>load/adjuncts required</i>	YES	NO
<i>complete program</i>	YES	NO	<hr/>		
<hr/>			<i>New course(s)</i>	YES	NO
<i>Alter program content</i>	YES	NO	<hr/>		
<hr/>			<i>Other</i> _____		
<i>Cause catalog description</i>			_____		
<i>of program to change</i>	YES	NO	_____		
<hr/>			_____		
<i>Cause catalog description of</i>			_____		
<i>course(s) to change</i>	YES	NO	_____		
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When will change be implemented?
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Signature of proposer	Date
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Signature of Department Chair	Date
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**The Curriculum Committee's recommendations will be forwarded to the Dean.**

Signature of Dean	Date
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