|  |  |
| --- | --- |
| **From**: \_\_\_\_\_\_\_\_\_\_[name and uvid]\_\_\_\_\_\_\_\_\_ | **Proposer (if other)**: \_\_\_\_\_\_[name and uvid]\_\_\_\_\_\_\_ |
| **Department/Program**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Unique ID**: \_\_\_\_\_\_\_[copy Unique ID generated by your Summary Memo, uvidmmddyyyy]\_\_\_\_\_\_\_\_\_\_ |

**New Major/Minor**

College of Arts and Sciences

1. **Does this application intend to** (pick one): Initiate a major Initiate a minor
2. **Title of Proposed Major/Minor, and proposed Plan Code**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[name, Plan Code]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Is it a cross-disciplinary or interdisciplinary major/minor?**  Yes No
	2. If it is a cross-disciplinary or interdisciplinary major/minor, please list below the stakeholder-units in addition to the Department or Interdisciplinary Program submitting the application (copy and paste the line in order to list multiple partners; be sure to include all parties listed here under this specific New Major/Minor in the Table of Contents in the Summary Memo [#2], and to include them in the Summary Memo’s routing [#3, #4]):

|  |  |
| --- | --- |
| (Department or Interdisciplinary Program) | (Chairperson or Program Director) |

1. **Please describe concretely the rationale(s) for the new major/minor and explain its academic structure and outcomes.**
	1. [list as applicable: new major/minor name, requirements, requirement-options, electives, milestone-requirements, total credit-hours, new or discontinued courses, etc.]
2. **Will the new major/minor involve any new courses? Please list both New Courses being proposed as part of the present application-package and any additional new courses currently anticipated to be proposed later.**
	1. **New Courses being proposed together with the present application-package: please ensure the applications and associated supplementary documents are included with the application under the same Unique Number and indexed with it:** [list, as applicable]
	2. **New Courses currently anticipated to be proposed and the application-horizon anticipated for them:** [list, as applicable]
3. **Will the new major/minor involve any changes in existing courses, or any discontinuations of courses? Please list both Course Changes being proposed as part of the present application-package and any additional course-changes currently anticipated to be proposed later.**
	1. **Course Changes being proposed together with the present application-package: please ensure the applications and associated supplementary documents are included with the application under the same Unique Number and indexed with it:** [list, as applicable]
	2. **Discontinuations of courses being proposed together with the present application-package: please ensure the application-forms are included with the application under the same Unique Number and indexed with it:** [list, as applicable]
	3. **Course Changes currently anticipated to be proposed and the application-horizon anticipated for them:** [list, as applicable]
	4. **Discontinuations of courses anticipated to be proposed and the application-horizon anticipated for them:** [list, as applicable]
4. **Although the College’s Academic Council bases its recommendations on the academic merits of the proposal, not the proposal’s resource-needs, please identify library, equipment, and other resources the proposed changes will require so as to be realized successfully** (if any change in library resources will be required please be sure to indicate in the Summary Memo [#5])**:**
5. [list, as applicable]
6. **Proposed term and year in which the proposed new major/minor should become effective** (this request is subject to the Effectiveness Timetable set by Registration & Records):

|  |  |
| --- | --- |
| **Term**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fall\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **In addition to the associated applications identified in items 4 and 5 above, and their Supplementary Documents, please submit and index with this application**:
	* **Program Modification Form for the Office of the Provost** (see at <http://luc.edu/academicaffairs/curriculumresearch/curriculumdevelopment/programdevelopment/>)
	* **New Major/Minor Proposal following the Academic Affairs Proposal Guidelines** (see at <http://luc.edu/academicaffairs/curriculumresearch/curriculumdevelopment/programdevelopment/>)
	* **Major/Minor Grid (Proposed column) outlining the new major/minor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approvals** |  |  |  |
| Bibliographer (if needed) |  | Date |  |
| CAS Academic Council |  | Date |  |
| CAS Dean |  | Date |  |

NO LONGER PART OF THE FORM!

New Major/Minor: Associated Instructions

1. The heading information of the New Major/Minor form corresponds to the heading information of the Summary Memo eForm. We recommend that you draft in advance all the application-forms that will be part of your application-package, including any New Major/Minor forms needed, omitting only temporarily the Unique Number. Do not click the “submit” button of the Summary Memo until after all other documents are prepared and the Summary Memo has been filled out completely and double-checked for accuracy.
2. After you submit your Summary Memo, copy the Unique Number it generates for your application-package onto each of your application-forms, including any New Major/Minor forms needed. Then upload the application forms and all supplementary documents, and index all items by the Unique Number of the application-package.
3. The Plan Code of the new major or minor (item 2) will be a shorthand for it in LOCUS’s coding: typically plan-codes abbreviate the major/minor title in four characters, plus -BA/BS/MINR as applicable. Registration & Records will determine the Plan Code actually adopted.
4. The list of stakeholders in addition to the Department or Interdisciplinary Program submitting the application (item 2.b) should correspond to this specific New Major/Minor’s part of the Table of Contents in the Summary Memo, and confirm it. All stakeholders must also be included in the Summary Memo’s routing-questions #3 and #4. The stakeholder-list is re-stated in the application form because not all applications in the package necessarily concern the same additional stakeholders. The line of the form may be copied and pasted in order to list multiple partners.
5. The statement of rationale for the major/minor in item 3 of the application-form should be as full as needed to make clear your plans for the proposed major/minor and demonstrate its merits. The Summary Memo’s brief statement of changes in the Table of Contents, by contrast, introduces the application-package overall and assists approvers and reviewers in navigating the package. Fuller reference to the Proposal Document (item 8) is implicit.
6. Item 4 details the association of any New Course applications with the present application-package or planned for the future.
7. Item 5 details the association of any Course Change applications, including any discontinuations, with the present application-package or planned for the future.
8. Although the College’s Academic Council bases its recommendations on the academic merits of the proposal, not the proposal’s resource-needs, identifying library, equipment, and other resources the proposed changes will require so as to be realized successfully (item 6) flags these considerations for other reviewers. In particular, if the proposal will require any changes in library-resources, please ensure the appropriate librarian is identified and included.
9. Presuming that approvals subsequent to Academic Council’s are gathered on-pace, Registration & Records undertakes to make new major/minor programming approved by AC no later than December of one academic year, effective as early as the Fall semester of the following academic year.
10. Please ensure that all course-applications and supplementary documents entailed by your New Major/Minor application (items 4, 5) are also submitted within your application-package under the same Unique Number. In particular, the Provost’s Office now requires a **Program Modification Form** and a **New Major/Minor Proposal** (10-page maximum) that follows the Academic Affairs Proposal Guidelines (both the form and the guidelines may be downloaded from links at <http://luc.edu/academicaffairs/curriculumresearch/curriculumdevelopment/programdevelopment/>), and a **Major/Minor Grid** (outline the new major/minor in the Proposed column).