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

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| **B.A./B.S./Minor** | **[academic program name]** |  |
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| **Item** | **Current Major/Minor** | **Proposed Change(s)\*** |
| **Major/Minor title** |  |  |
| **Individually required courses** (i.e., all students must take each course) – please list course number and credit-hours for each course |  |  |
| **Requirements with options** (e.g., students must take 2 of 5 listed courses) – please list course number and credit-hours for each course |  |  |
| **Elective courses** (i.e., programmable by wild-card rules, rather than by identifying specific courses required or for students to choose among) – please list course number and credit-hours for each course you list individually |  |  |
| **Additional requirements** (e.g., capstone, internships, required clinical experiences *NOT* covered by courses in the above categories) |  |  |
| **Other changes** |  |  |
| **Credit Hours *in* the major/minor** |  |  |
| **Total credit hours required for the degree, including Core if applicable** |  |  |
| **Proposed Effective Date**  *NOTE*: this request is subject to the timetable set by Registration & Records |  | Fall, \_\_\_\_\_\_\_\_\_\_ |

NO LONGER PART OF THE FORM!

Major/Minor Grids: Associated Instructions

1. Your application package is required to include one before-and-after grid for every major and for every minor that will be affected by the curricular changes being considered.
   1. The structurally complete, clear graphic presentation by the grids concisely shows reviewers the academic context of your proposed curricular changes, complementing your verbal statement why the changes are desirable.
   2. If any new programming of your major(s)/minor(s) will be involved, the grids will also facilitate it and ensure the revised structure of the major or minor will be understood in the same terms by all.
   3. The section-specific Temporary Tag/Cross-list requests also need the same information so as to ensure students receive program-credit correctly.
   4. The Provost’s Office incorporates a grid of the same format in their Program Modification Form.
2. Please note that a single course may figure in more than one major or minor: one grid will be required for each major and for each minor concerned in the application-package. On the other hand, separate course-applications within the package may be concerned in the same set of major(s) and minor(s): only one grid per major or per minor should be submitted with the application-package, each accounting for the full set of courses involved.
3. The heading information of the Major/Minor Grid 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 Major/Minor Grids 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.
4. The grid is organized according to the operations by which students’ Academic Requirements Reports are programmed in LOCUS.
5. “Individually required courses” are the ones that normally every student must complete successfully in order to earn the major or minor. Conceptual groups of individually required courses may be described by lists within the category (see sample grid for DANC-BA, below).
6. “Requirements with options” permit students choices within sets of individually specified courses. A single major/minor may include more than one different requirement-option choice, according to its conceptual structure. Requirements for choices may be structured in terms of the course or of the credit-hour. (See sample grid for DANC-BA, below.)
7. “Electives” are courses students may use to complete the course- or hours- requirements of the major or minor, when their choice is constrained not by a list of specified courses but by a Subject Area Code or level of courses within the Subject Area Code (e.g., 4 credit-hours DANC 2## or DANC 3##: see sample grid for DANC-BA, below).
   1. Note for Interdisciplinary Programs: since students’ Academic Requirements Reports function by Subject Area Codes, not the interdisciplinary tags (tags function only within LOCUS’s Class-Search operations in the Class Schedule), interdisciplinary majors and minors generally are programmed in terms of individually required courses and requirement-option lists.
8. The current programming in LOCUS of your major(s)/minor(s)’ Academic Requirements is reflected by its Academic Requirements Outline (<https://lucweb.luc.edu/advsmt/>). We recommend that all departments and interdisciplinary programs prepare charts for each of the majors and minors you oversee, reflecting current coding, and store them for ready reference in a drive shared by your fellow faculty-members. When you begin to prepare any curricular-change application, compare your reference-charts and those of any other parties concerned against the AROs for the current catalogue, resolve any discrepancies in consultation with the Associate Dean for Academic Affairs, and use the corrected information in the “Current major/minor” column.
9. Depending on the complexity of the curricular changes you are proposing, the “Proposed changes” column may identify proposed changes briefly (e.g., “add new course SUBJ xxx to Requirement-Option Choice 2”) or re-draw the category with a new list. Please state “no change” when the category should not change.
10. In their revisions of the Program Modification Form for AY 2022-23, the Provost’s Office added the “Total credit hours required for the degree” to the “Credit hours for the program curriculum” previously included in this chart. For undergraduate majors and minors in the College of Arts & Sciences, the total credit hours to degree will normally be 120, unless the total of hours in the major/minor, Core requirements not considered as satisfied by completing the major/minor, plus other College and University requirements for graduation necessarily exceed 120.
11. The Proposed Effective Date must respect implementation-timetables set by Registration & Records and other University offices. Changes requiring reprogramming of majors’ and minors’ ARRs normally can be made effective only as of a Fall semester. For that Fall semester to be the Fall semester of the following academic year, the change in the major/minor normally must be approved by the Academic Council no later than its December meeting. Approvals any later in the academic year will set the change on track for the Fall semester of the next-plus-one academic year.
12. A sample grid for the B.A. in Dance, as effective F21, is posted by way of illustration:

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| **Item** | **Current Major/Minor** | **Proposed Change(s)\*** |
| **Major/Minor title** | Dance (DANC-BA) [F21 programming as example] |  |
| **Individually required courses** (i.e., all students must take each course) – please list course number and credit-hours for each course | Foundational Courses: DANC 250: Historical Contexts in Contemporary Dance Practice (3 cr-hrs) DANC 270: Dance Kinesiology (3 cr-hrs)  Applied Courses, required: 2 credit-hrs DANC 275: Global Influences on Contemporary Dance Practice (1 cr)  Applied Courses, Modern Dance: 2 credit-hrs DANC 224: Majors Modern II (1 cr) 2 credit-hrs DANC 324: Majors Modern III (1 cr)  Synthesis: 2 credit-hrs DANC 323: Rehearsal & Performance (1 cr) DANC 360: Dance Pedagogy (3 cr-hrs) DANC 370: Dance Composition (3 cr-hrs) DANC 380: Senior Showcase Capstone (1 cr-hr) DANC 394: Internship in Dance (1 cr-hr) |  |
| **Requirements with options** (e.g., students must take 2 of 5 listed courses) – please list course number and credit-hours for each course | Foundational Courses, Practicum Choice: 2 cr-hrs THTR 321C: Costuming Practicum (2 cr-hrs) THTR 321E: Electrics Practicum (2 cr-hrs)  Applied Courses, Ballet: total 8 credit-hours DANC 341: Intermediate Majors Ballet (1 cr-hr) DANC 343: Advanced Majors Ballet (1 cr-hr)  Applied Courses, Pointe: total 4 credit-hours DANC 312: Pointe I (1 cr-hr) DANC 314: Pointe II (1 cr-hr) |  |
| **Elective courses** (i.e., programmable by wild-card rules, rather than by identifying specific courses required or for students to choose among) – please list course number and credit-hours for each course you list individually | 4 credit-hours DANC 2## or higher-level (DANC 3##) |  |
| **Additional requirements** (e.g., capstone, internships, required clinical experiences *NOT* covered by courses in the above categories) | (according to its course-description, DANC 380, Senior Showcase Capstone among the required Synthesis courses above, is considered a capstone culminating the Dance major’s program of DANC 341/343, DANC 321, DANC 323, and DANC 370) |  |
| **Other changes** |  |  |
| **Credit Hours *in* the major/minor** | 40 |  |
| **Total credit hours required for the degree, including Core if applicable** | 120 |  |
| **Proposed Effective Date**  *NOTE*: this request is subject to the timetable set by Registration & Records | n/a | Fall, \_\_\_\_\_\_\_\_\_\_ |