## EPC PROPOSAL FORM

Submit **a pdf version with all appropriate signatures** (or attached email signatures with endorsement or reservations) **and a Word version** (without signatures) to [facgov@plu.edu](mailto:facgov@plu.edu).

**Deadlines:** **Type 3** - November 1. **Type 2** - December 1. **Type 1** - October 1 for J-Term and Spring requests; March 1 for Summer/Fall requests. *Early submission is strongly recommended.*

|  |  |
| --- | --- |
| **Originating Academic Unit(s):** |  |
| **Name of Dept. Chair/Program Chair/Assoc. Dean** |  |
| **Date Proposal Submitted:** |  |

**REQUIRED SIGNATURES FOR APPROVAL**

*(Note: Type 1 only does not require Dean or Provost signature.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Dept. Chair/Program Chair/Assoc. Dean (****printed name and signature****)* *Date*

With Endorsement

\_\_\_\_\_\_\_\_\_\_\_\_\_  With Reservations

*Dean* *Date*

With Endorsement

\_\_\_\_\_\_\_\_\_\_\_\_\_  With Reservations

*Provost* *Date*

**PROPOSAL SUMMARY**

**One-sentence summary of the proposal.**

|  |
| --- |
|  |

**Has this proposal been formally approved by at least 2/3 of the full-time teaching faculty in your**

**academic unit?**

**Yes**

**No** (indicate why not)

|  |
| --- |
|  |

**Does this proposal impact any other academic units?**

**Yes** (provide email statement of support from chair of impacted units indicating at least 2/3 of the   
 full-time teaching faculty in those units support that impact or, if not, why not)

**No**

**Does this proposal involve Core Curriculum elements in any way?**

**Yes**

**No**

**TYPE 1**

***Check all that apply******.***

Add Core Curriculum element to a Special Topics course**++**

Add, change and/or remove Core Curriculum element to an existing course**++**

Change a course’s credit hours

Change course description (if change alters learning objectives or a student could retake the altered course   
 for credit then submit as new course)

Change grading type (e.g. P/F, letter grade)

Catalog editorial change

Change course number

Change course title

Prerequisite change within the academic unit only

Reactivation of formerly offered course(s)

**TYPE 2: SUBSTANTIVE CHANGES**

***Check all that apply***.

Add a permanent Core Curriculum course**++**

Add a permanent non-Core Curriculum course

Add or remove cross-listing to pre-existing course

Change a concentration requirement\*\*

Change a major requirement\*\*

Change a minor requirement\*\*

Change a prerequisite involving another unit’s course

Create new department code

Create new subject prefix

Delete course

Eliminate concentration

Eliminate degree

Eliminate major

Eliminate minor

Merge multiple department codes into single or new department code (indicated preferred code below)

|  |
| --- |
|  |

Other:

|  |
| --- |
|  |

**TYPE 3: NEW PROGRAMS - REQUIRES FACULTY ASSEMBLY AND BOARD OF REGENTS**

**APPROVAL**

***Check all that apply.***

Add certificate (non-Continuing Education)^^

New concentration^^

New degree^^

New major^^

New minor^^

Other:

|  |
| --- |
|  |

**++***Review* [*How to Request a Core Element*](https://www.plu.edu/faculty-governance/documents/5551/) *and then complete the* [*Worksheet for Requesting a Core Element*](https://www.plu.edu/faculty-governance/documents/worksheet-for-requesting-a-core-element-submit-with-epc-proposal/)*.*

*\*\* Complete the* [*EPC Curriculum Change Template*](https://www.plu.edu/faculty-governance/documents/epc-curriculum-change-template/) *and a revised two-year course cycle.*

*^^ Complete the* [*EPC Curriculum Change Template*](https://www.plu.edu/faculty-governance/documents/epc-curriculum-change-template/)*, a revised two-year course cycle, and an* [*Institutional Impact Evaluation Form*](https://www.plu.edu/faculty-governance/documents/institutional-impact-evaluation-form/)*.*

**STATEMENT OF RATIONALE (1000-word limit)**

**Provide a statement of rationale for your requested changes. Include information on impact on student learning and outcomes.**

|  |
| --- |
|  |

**Proposed Catalog Language changes for all areas requiring change (blue Bold for additions and** ~~blue Strikethrough~~ **for deletions).**

|  |
| --- |
|  |

**If there are new courses in your proposal, please complete the following for each new course.**

**Course Code (e.g. ANTH 102) and number of credits (e.g. 4 or 1-4):**

|  |
| --- |
|  |

**Is this a course that can be repeated?**

**Yes** (must be clear in course description)

**Number of times repeatable *–or–***

|  |
| --- |
|  |

**Number of credits repeatable**

|  |
| --- |
|  |

**No**

**Grade Type**

Check if Pass/Fail rather than Standard Letter Grade

**Does this proposal require the commitment of new or substantially different support services (e.g., Library acquisitions, Information and Technology Services, Wang Center, Internships)?**

**Yes** (explain what services and provide email statement of support from those areas)

|  |
| --- |
|  |

**No**

**Explain how the proposed change(s) will be staffed.**

|  |
| --- |
|  |

**If this proposal impacts regular offerings of Core Curriculum, FYEP and/or IHON courses, explain how.**

|  |
| --- |
|  |

**Are special budgetary arrangements and funding required? If “no”, explain how the proposed changes will be integrated with current financial resources.** (Budgetary considerations will be reviewed/approved by Dean and Provost.)

**Yes** (Explain what types of support will be used to meet the budgetary requirements of the proposed change(s). Include the source(s) of funding, percentage of costs covered, and time frame covered.)

|  |
| --- |
|  |

**No**

|  |
| --- |
|  |