## 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.

**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.*

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| **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.)*

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*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.**

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**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)

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**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)

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[ ]  Other:

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**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:

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**++***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.**

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

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**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):**

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

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

 **Number of times repeatable *–or–***

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 **Number of credits repeatable**

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 [ ]  **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)

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[ ]  **No**

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

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

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**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.)

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[ ]  **No**

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