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## EPC PROPOSAL FORM

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| **Originating Academic Unit:** |  |
| **Date Proposal Submitted:** |  |

**INSTRUCTIONS:**  Upon completing the form, submit the document with all appropriate signatures to the Office of the Provost *via* the Faculty Governance Manager at [facgov@plu.edu](mailto:facgov@plu.edu).

**DEADLINES:**

To be considered for inclusion in the catalog for the following academic year complete proposals must be submitted no later than the dates as follows: **Type 3 - November 1**.  **Type 2 - December 1. Type 1 - (Oct. 1-JA/SP, Mar.1-SU/FA).**

***Early submission is encouraged*** for feedback and to ensure greater likelihood of timelines being met for inclusion.

For specifics on the processing of each type of proposal, read the [Educational Policies Committee Manual](https://www.plu.edu/faculty-handbook/section-iii-academic-policies-procedures-and-services/part-vi-educational-policies-committee-manual/) in the PLU Faculty Handbook (Section III, Part VI), and the [Preparing EPC Proposals checklist](https://www.plu.edu/faculty-governance/documents/check-list-for-developing-epc-proposals/), located on the documents and forms section of the Faculty Governance website.

**PROPOSAL SUMMARY**

**Provide a summary of the proposal.**

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**TYPE OF PROPOSAL**

**Check all the appropriate boxes.**

**[ ] TYPE 1: NON-SUBSTANTIVE CHANGES *[complete shaded sections and provide signatures]***

Check boxes in this section for any changes that do not alter curricular components or requirements. Also complete Proposal Summary (above), a brief Statement of Rationale (below), Catalog/Curriculum Changes section (ahead), and provide chair/dean signatures on the final page.

[ ]Change course number

[ ] Change course title

[ ] Delete course with no Core Curriculum element and is not part of any other major/minor/concentration

[ ] Add/change Core Curriculum element to existing course**^^**

[ ] Add Core Curriculum element to a special topics course**^^**

[ ] Remove Core Curriculum element from existing course

[ ] Prerequisite change within the academic unit only

[ ] Catalog editorial change

**^^** 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/).

**[ ] TYPE 2: SUBSTANTIVE CHANGES *[complete all sections, including signatures]***

Submit completed form, including signatures. Be sure to check all boxes that apply.

[ ] Change course description**++** [ ] Change a course’s credit hours

[ ] Add permanent Core Curriculum course**^^** [ ] Delete Core Curriculum course

[ ] Add permanent non-Core Curriculum course**++** [ ] Revise curriculum\*\*

[ ] Change major requirement\*\* [ ] Change minor requirement\*\*

[ ] Change grading type (e.g. P/F, letter grade) [ ] Change concentration requirement\*\*

[ ] Change prerequisite involving another unit’s course

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ] TYPE 3: CHANGES REQUIRING FACULTY ASSEMBLY APPROVAL *[complete all sections, including signatures]***

Note: These proposals require the approval of the Board of Regents in addition to the Faculty Assembly.

[ ] New Degree\*\* [ ] New Major\*\* [ ] New Minor\*\* [ ] New Concentration\*\*

[ ] Eliminate Degree [ ] Eliminate Major [ ] Eliminate Minor [ ] Eliminate Concentration

[ ] Add Certificate (non-Continuing Education)\*\* [ ] Other: \_\_\_\_\_\_\_\_\_\_

\*\* These changes/proposals require completion of the [EPC Curriculum Change Template](https://www.plu.edu/faculty-governance/documents/epc-curriculum-change-template/) and a two-year course cycle. The noted Type 3 proposals also require attachment of an [Institutional Impact Evaluation Form](https://www.plu.edu/faculty-governance/documents/institutional-impact-evaluation-form/).

**^^** 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/).

**++** Attach a syllabus.

**STATEMENT OF RATIONALE**

**Provide a statement of rationale and/or other clarifications. Include information on student learning and outcomes, and any General Education Program rationale.**

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**CATALOG/CURRICULUM CHANGES**

**Current Catalog Language:**

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**Proposed Catalog Language:** (note changes in **Blue Bold** and ~~Blue Strikeout~~)

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**Additional information for courses:**

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| --- | --- | --- | --- | --- | --- | --- |
| Are there courses that can be repeated for credit because of variable content? | [ ] | Yes, | ? | Times  [If yes, the parameters must be clear in course description] | [ ] | No [Default is ‘no.’ Note that does not exclude a student’s option to repeat a course for a better grade to replace the initial one.] |
| Grade Type: | [ ] | Standard Letter | | | [ ] | Pass/Fail |
| Anticipated Enrollment: |  | | | | | |
| Course Syllabus Attached **++**: | [ ] | Yes |  |  | [ ] | No |

**++**Required for new courses, and other proposals as indicated above.

**Does the proposal include the addition to a course(s) of one or more General Education Program elements (GenEd)?**

**[ ] Yes** (Check the appropriate boxes below)

If more than one course is proposed, make sure the proposal makes clear

which GenEd elements, if any, are proposed for each course.

**[ ] No**

[ ] International Honors (100-level) **H1** [ ] International Honors (200-level) **H2**

[ ] International Honors (300-level) **H3**

[ ] FYEP 101 **FW** [ ] Fitness and Wellness **FT**

[ ] FYEP 102 **FD** [ ] Global Engagement **GE**

[ ] Academic Study of Religion **RL** [ ] Creative Expression **CX**

[ ] Engaging the Natural World **NW** [ ] Interpreting Text **IT**

[ ] Examining Self and Society **ES** [ ] Exploring Values and Worldviews **VW**

[ ] Quantitative Reasoning **QR** [ ] Culminating Experience **SR**

Do you want to apply an attribute from the previous GenEd? (MR, A, C, AR, LT, SO, RC, RG, NS, SM, PH)

[ ] No

[ ] Yes, \_\_\_\_\_\_\_\_

NOTE: Submissions will be forwarded to the Core Curriculum Committee for its review and recommendation. All GenEd courses have specific learning outcomes that should be included in the syllabus (please see the [General Education](https://www.plu.edu/general-education/) website)

[ ] **If your proposal contains a change in course number and/or title and/or course elimination, by checking the box to the left, you are giving permission to the Registrar’s Office to make changes to the catalog sections of academic units affected by the change.**

**STAFFING & BUDGETARY IMPLICATIONS**

**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 the proposal is being forwarded to EPC)

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

**[ ] Yes**  (List below and indicate if 2/3 of the full-time faculty in that area support the proposal and include evidence of support)

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**[ ] No**

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

**[ ] Yes** (Explain and indicate if support services have been consulted)

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**[ ] No**

**Explain how the proposed change(s) will be staffed. Please note any impacts to regular general education offerings from your program (e.g., FYEP, IHON, and/or other courses that meet general education requirements). Revised 2-Year Course Cycle must be attached.**

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**Are special budgetary arrangements and funding required? If “no”, explain how the proposed changes will be integrated without added personnel or budgetary requirements.**

**[ ] 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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NOTE: Budgetary considerations will be reviewed/approved by Dean and Provost.

**REQUIRED SIGNATURES**

*(Note: Type 1 do not require a Dean’s signature)*

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

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

Dean (Date)

[ ] Forwarded with Endorsement

\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ [ ] Forwarded with Reservations

Provost (Date)