**Averett University Request for Curriculum Change**

Submitted by (department)*:* Click here to enter text.

Monthly Cycle to be Considered: Sept[ ]  Oct[ ]  Nov[ ]  Jan[ ]  Feb[ ]  Mar[ ]  Apr[ ]  Year Click here to enter text.

Nature of Curriculum Change (check all that apply and provide required evidence for each instance):

[ ] Changes to Course Objectives

[ ] Changes in Credit Hours

[ ] Addition of Course(s)

[ ] Deletion of Course(s)

[ ] Changes in Degree/Program/Major/Minor/Concentration Requirements

[ ] Addition of Degree/Program/Major/Minor/Concentration

[ ] Deletion of Degree/Program/Major/Minor/Concentration

Brief Description of Proposal for Presentation to Faculty:

**Required Information and Evidence for each Curriculum Change**

1. Rationale for Change
2. Changes are assumed to be for the next academic year.  If not, indicate the Proposed Effective Date (Academic Year) and provide the rationale for the variance (earlier or later).
3. Consequences or impact of proposal on the curriculum, the University’s general education curriculum, or other academic programs at the university.
4. A statement that members of the submitting department have been consulted about/apprised of proposed changes, additions, or deletions. Note concurrences or dissents on the necessity of the proposal.
5. A statement that the chair of any affected departments has been consulted/apprised of proposed changes, additions, or deletions. Note concurrences or dissents on the necessity of the proposal.
6. A statement about financial and personnel resources needed to support the proposal.

1. A statement about consultation with the library staff regarding additional resources needed to support the proposal, specifically digital resources and associated costs.
2. Sample syllabus(i) with clearly labeled course description(s) for catalog; or

Evidence Profile (for each new or changed course included in the proposal) that includes

* 1. Course name and number
	2. Course description for the catalog
	3. List of course objectives
	4. Textbook to be used or under consideration, if available/applicable
	5. Topics and themes to be covered
	6. Learning experiences and/or description of sample assignments
1. All curriculum changes must be reviewed to ensure that they are in compliance with the Averett University [Substantive Change Policy](https://www.averett.edu/academics/institutional-research/substantive-change-policy/).  A statement is required to indicate which, if any, substantive changes are being made by this proposal. If any of those listed in the policy are affected, they should be listed along with indication of whether action is necessary and what steps have been taken to comply with notification or approval requirements. If none apply or no action is necessary, a statement to that effect is required. If there are any questions, please contact the Office for Research and Institutional Effectiveness or the institutional SACSCOC Liaison.
2. If the proposal is submitted by a program accredited by another agency, a statement should be included indicating that the proposal has been reviewed and any agency requirements are met. If none apply or no action is necessary, a statement to that effect is required.
3. A statement about assessment of SACSCOC or other accreditation requirements associated with the change (if applicable); in most cases, this may be verified by the IR office
4. If applicable, a statement regarding modalities (Traditional, Averett Online, or both).
5. Please provide a clean copy of proposed changes in Academic Catalog format. *If you need a copy of the current catalog wording for your department, please contact the Institutional Research and Effectiveness office.*

**Applicable to Addition of New Programs/Majors/Concentrations only:**

1. A statement that the admissions team has been consulted about the proposed changes, specifically regarding external demand and projected enrollment, including confirmation that the *New Program Review Form* has been completed and approved.
2. Feasibility Profile
3. How does the program align with the University’s mission?
4. What evidence supports the necessity of this program?
5. What target markets will be served?
6. What are benefits of the program to students, departments, and the University as a whole?
7. Please provide a clean copy of proposed changes in Academic Catalog format. *If you need a copy of the current catalog wording for your department, please contact the Institutional Research and Effectiveness office.*