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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:**  Type 1 proposals, being non-substantive, are generally considered on a rolling basis. Type 2 proposals – December 1. Type 3 proposals - November 1.

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. 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 GenEd element, which is not part of by any other major/minor/concentration

[ ] Add GenEd Element to existing course\*\*

[ ] Prerequisite change within the academic unit only

[ ] Catalog correction (editorial)

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

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

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

[ ] Add permanent GenEd course**++** [ ] Delete GenEd course

[ ] Add permanent non-GenEd 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/).

**++**A course syllabus must be submitted with these course proposals.

**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**

[ ] Alternative Perspectives  **A** [ ] Fitness and Wellness **FTWL**

[ ] Art, Music, Theatre **AR** [ ] Philosophy **PH**

[ ] Cross Cultural Perspective **C** [ ] Religion: Christian Traditions **RC**

[ ] International Honors (100-level) **H1** [ ] Religion: Global Religious Traditions **RG**

[ ] International Honors (200-level) **H2** [ ] Science and Scientific Method **SM**

[ ] International Honors (300-level) **H3** [ ] Investigating Human Behavior, Culture,

[ ] Literature **LT** and Institutions **SO**

[ ] Inquiry Seminar (FYEP) **F** [ ] Senior Seminar/Project **SR**

[ ] Mathematical Reasoning **MR** [ ] Writing Seminar (FYEP) **FW**

[ ] Natural Sciences, Mathematics, or

Computer Science **NS**

NOTE: Submissions will be forwarded to the Core Curriculum Committee for its review and recommendation.

Diversity courses have specific learning objectives that must be included in the syllabus.

**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)

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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. 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**

Department Chair/Program Chair/Associate Dean (Date)

Dean (Date)

[ ] Forwarded with Endorsement

[ ] Forwarded with Reservations

Provost (Date)