LA&J Committee on Curricula
Guidelines on Submitting a Change
in A&S Foundation or Distribution Requirements

A faculty member, group of faculty, dean, or committee may request a change, addition, or deletion to A&S foundation or distribution requirements. Such proposals usually involve consultation with a wide spectrum of groups on campus, including many who are not initially a part of the group submitting the proposal.

The Committee on Curricula facilitates this activity, which often involves consultation with the Committee on Educational Policy as well as various deans. After these consultations the committee generally tries to reach a consensus and votes on such proposals, recommending them to the faculty for a vote of approval, sending them back for revision, or rejecting them and not sending them to the faculty for a vote.

The Committee on Curricula is not the only avenue for such change, but if the change involves only A&S requirements, the committee is the logical organization to field the request. Proposals of this type have also been sent directly to deans or the Committee on Educational Policy for inclusion in the agenda of the A&S faculty meeting, so that the faculty can vote on them; but the Committee on Curricula is usually asked to review A&S issues first.

Although there is no predetermined format for submitting a proposal to the Committee on Curricula to change foundation or distribution requirements, such proposals should be submitted via email as Microsoft Word documents using the following guidelines.

- Identify who is submitting the proposal (faculty, program, etc.) and provide contact information.
- If the proposal has student participants, it requires the sponsorship of a faculty member or academic entity.
- List the proposed changes to the Bulletin. Include the complete Bulletin text as it currently appears, as well as the proposed revision. If the changes are minor, a single version showing the edits to the existing text will suffice. A proposed new requirement requires a full version of the proposed new text. If the changes are complicated, consider including a summary of them.
- Provide the rationale for the proposed change or addition including the reason for the change; expected changes to department or university offerings, enrollments, and teaching responsibilities; a summary of consultations with other groups; and possible added expenses.

Updated September 2013