**TEMPLATE** for departmental proposals being submitted to ASAC

*Note: Please provide page numbers in document for ease of reference*

TITLE PAGE: please include:

* Department Name
* Title of proposal (i.e. “New emphasis in…” or “New Class in…”
* “Goal” statement (i.e. 2-3 sentence “elevator talk” statement about why the proposal is recommended—include time line of when you hope to have the curriculum “live”)
* Date of department approval
* Date of submission to ASAC

BODY of document:

1. Background leading up to the proposal (What prompted the idea?)
2. Rationale for the proposal (Why is it needed?)
3. Description of the proposed curriculum\* (or class)^ including any related change to size (# of units) of the major or corresponding deletion of existing classes.

*\*When proposing a large-scale curriculum change, please insert a table comparing new and old curriculum*

*^When proposing a single new class, provide course description and indication of whether it will be required for a major or general education (and for whom), or if will instead simply be an option.*

IV: Representative (i.e. draft) bulletin copy reflecting how the implementation of the proposed change would appear. Chairs are encouraged to create this draft bulletin copy by editing a file of the current year’s actual bulletin copy.

1. Indicate how other departments would be impacted by the proposed curriculum change (i.e. extra-departmental prerequisite changes).
2. Budget impact (can current budget cover the teaching of the course, or will new funding be needed? Are there additional material or other costs involved with delivering the class)
3. Formal approval process (indicate department-level process and timeline used in developing the proposal, and date by which department hopes to offer the class/degree)