INSTRUCTIONS FOR PROPOSING A NEW MAJOR OR MINOR OR MODIFYING EXISTING PROGRAMS

1. Program changes require ample lead time for approval and scheduling. All program changes involving new financial resources will be considered by EPC in September and October to insure inclusion in budget-making discussions. Proposals for new programs, program changes, and course additions not involving new resources should be submitted by the end of the fall term preceding the academic year in which they are to be instituted.

2. The program change form should be completed following departmental approval and consultation with the division, other departments which may be affected, and the Registrar.

3. In addition, consult with the Director of the Library and Director of Information Technology to determine the adequacy of current resources and to estimate the cost of required additions.

4. The subsequent routing procedure for program changes is as follows:
   -Provost's review and approval (1 week)
   -EPC review and approval (1-2 weeks)
   -Faculty Organization review and approval (1-4 weeks)

Criteria and guidelines for approval of new programs:

A. Importance to the College
- The program allows the College to be at the forefront of a developing area of knowledge.
- The program opens new professional and career opportunities without being limited to narrow vocational training.
- The program contributes to the welfare of the wider community.
- The program contributes to the reputation of Alma College as a Liberal Arts institution responsive to society.

B. Promise of success
- The program will attract excellent students.
- The program will contribute to diversity of students and/or staff.
- The program will heighten student awareness of and/or concern with value issues.
- The program will take advantage of the strengths of College faculty.
- The program will attract outstanding faculty.
- The program pursues a coherent, unified, and identifiable body of knowledge in both breadth and depth.

C. Projected needs for resources
- The program does not involve diversion of resources needed to accomplish the basic Liberal Arts goals of the College.
- The program fall within the objectives and priorities of the College's strategic plan.
- The program has strong sources of independent funding, e.g. grants, endowments.

ALMA COLLEGE
EDUCATIONAL POLICIES COMMITTEE
SHORT FORM: PROGRAM CHANGES/RESOURCES RE-ALLOCATION

From: Department of _____

Re: Change in _____ minor/major program

New minor/major in _____

Please provide the following information in as much detail as possible:

A. Using the standard for catalogue copy, please describe the new program or major, listing all required, cognate, and prerequisite courses:

B. If this modifies or replaces an existing program, list the old requirements and describe the significant changes.

C. Please provide a rationale for these changes.

D. Projected impact of program changes.
   1. On department, on division, on college graduation requirements
   2. On general education/distributive requirements
   3. On staffing: Will additional staff be required?
   4. On library: What additional resources will be needed?
   5. On computer/technological resources: What additional resources will be needed?

E. Budgetary Implications: This program change should require no substantial sources of new funding. Please discuss any issues involving re-allocation of resources:

F. Comments
   1. Library Director:

   2. Information Technology Director:

G. Approvals

   1. Department or Divisional Chairperson: _____

   2. Provost: _____

ALMA COLLEGE
EDUCATIONAL POLICIES COMMITTEE
NEW PROGRAM PROPOSAL INVOLVING NEW FUNDING

From: Department of _____

New minor/major in _____

Please provide the following information in as much detail as possible:

A. Using the standard for catalogue copy, please describe the new program or major, listing all required, cognate, and prerequisite courses:

B. Please provide a rationale for this new program and its requirements, noting particularly the criteria for new programs on page 1 of this form.

C. Projected impact of program changes.
   1. On department, on division, on college graduation requirements
   2. On general education/distributive requirements
   3. On staffing: Will additional staff be required?
   4. On library: What additional resources will be needed?
   5. On computer/technological resources: What additional resources will be needed?

D. Budgetary Implications: Given the projected impact of the program, what budgetary implications follow? Please estimate the additional annual operating costs (be specific, please) of this program.

E. Comments

   1. Library Director:

   2. Information Technology Director:

F. Approvals

   1. Department or Divisional Chairperson: _____

   2. Provost: _____

**** Please submit this form *electronically* to Jenny Cooley at cooleyjl@alma.edu in order to be reviewed by EPC****

Form revised September 2013