

Guidelines for Proposals for New or Revised Majors and/or Minors

For New or Revised Majors:

According to [Senate Document \(SD\) 1814F](#), *the combination of major (including all concentrations, excluding Teacher Licensure) and LAC requirements may not exceed 100 hours and that no more than 45 required hours in the major (including all concentrations, excluding Teacher Licensure) may come from a single prefix. Departments may petition to APC for exceptions by providing supportive data and curricular comparisons with peer universities.*

Departments seeking an exception to the above guidelines should reference [SD2015E](#).

Impact Statement:

The Impact Statement should be concise and specific, describing how the proposal will affect major, minor, and university requirements. This statement must also include the supporting information listed below.

1. If the proposed change results in changes in the number of hours or number of courses required to graduate, include:
 - a. A resource statement explaining how the proposed change will affect the department's staffing needs. Include a table that shows the current year's course offerings, including any LAC, out-of-department, or 1st Colloquia taught by the department's faculty, and a two-year staffing plan, including comparable LAC, out-of-department, or 1st Year Colloquia contributions from the department, for the proposed curriculum. The plan should take into account any guaranteed reassigned time for Chairs, Directors, or other faculty with university assignments.
 - b. A four-year plan for the proposed curriculum, including all LAC requirements.
 - c. A plan for transitioning current declared majors to the proposed curriculum.
2. Reference to concurrences that have been obtained from departments or programs which are affected by the proposed change(s), describing how the change(s) will affect them. Proposed changes in courses included in the Education Department's Licensure Programs must obtain concurrence from the Education Department as well.