**[Insert full name of College]**

**PROPOSAL**

**TO: [Insert name, title, College]**

**FROM: [Insert name, title, Department]**

**DATE:**

**SUBJECT: [Specific item to be considered]**

**Proposal and Rationale for Requested change:**

[Briefly explain the backround/reasoning for making a proposed change. This should include any benefits to the new changes as well as any approvals from other departments that may have been affected and/or are involved.]

**Effective Term/Year:**

[insert appropriate term/year; keep in mind time needed for proposal to be considered at all levels – College Curriculum Committee, Gen Ed Committee (if applicable), CAA and/or CGS]

**Current Versions and Proposed Revisions:**

**CURRENT CATALOG ENTRY:**

[copy/paste from current catalog the section related to this proposal]

**REVISED CATALOG ENTRY:**

[make deletion(s) to current catalog version in red with a strikethrough; addition(s) to current catalog version should be in blue and indicate this in the title. Example – “xxxxx **(~~deletions~~ and additions)”**]

**Approvals:**

Date approved by the department or school:

Date approved by the college curriculum committee:

Date approved by CAA/CGS [as appropriate]: