HNS PROGRAM PROPOSAL

Department: _____

Chairperson: _____
(Signature)

Department Approval: _____
(Date of departmental meeting)

This is a ____ new program ____modification of existing program requirements.

Summary Description of Proposal (Please type):

PLEASE ATTACH THE FOLLOWING, LABELED AND IN THE ORDER GIVEN:

I. **Justification for the program or change:** provide a clear and compelling rationale for any proposed curriculum modification, including additions and deletions to the course inventory, changes in degree/program requirement, new degree programs, and other major curriculum revisions. The justification should state explicitly and clearly how the changes relate to the Academic Plan for Loyola University and the Academic Plan for the College of Arts and Sciences.

II. **Impact on the Curriculum:**
A. Review your current course offerings and requirements in light of the proposed change. How will the proposed change or changes improve your program and enhance the educational outcomes you seek to accomplish?

B. How will proposed change impact the major/adjunct/elective hour distribution requirement for the major or program? For new or significantly revised programs, provide a detailed description of the major/adjunct/elective elements of the curriculum, including copies of the old and new DPCLs.

III. **Impact of new program on frequency of course offerings:**

    A. Specify whether any new courses will be offered, and whether this will increase the total number of courses or sections offered by the department.

    B. If new courses will not increase the overall number of offerings, specify which course(s) or section(s) will be dropped in a given semester to create room.

    C. Specify any anticipated impact on enrollments in other courses or sections within the department and whether or not this program will prevent an important or required course from being offered in a given semester.

    D. Assess the impact of the proposed change on other departments, especially those serviced by your department or program and those that provide adjunct service to your department or program.

    E. All proposals must be accompanied by a supporting letter from the chair confirming the department's support. Those proposing an interdisciplinary Minor program must submit, in addition to the letter of support from the department chair, a letter of support from the advisory committee chair of that program. This letter should certify that the advisory committee approves the proposed program as submitted.

IV. **Impact on the budget:**

    A. Staffing. Is current staffing sufficient or will new faculty be needed (whether full-time or part-time)?

    B. Support services. Will the proposed change require additional support services (Media Center audio/visual: typing/secretarial, computer services, computer time)?

    C. New equipment. Does the proposed change presuppose the purchase of new equipment, whether for support or instruction?

    D. Additional physical space. Does the proposed change require additional physical space (for classes or labs) or modifications of existing physical plant space?

    E. Impact on other departments. How will the proposed change impact the staffing, equipment, and service budgets of other departments?

V. **Assessment Plan:** Provide a detailed plan for assessment of the proposed program. According to what criteria will its success be measured? What tools/instruments will you employ? How often will assessment take place? What mechanisms will be in place to ensure continuous improvement?

VI. **New Course Proposals**

Detailed course proposals for any new courses to be created should be submitted, in proper form, each with a Course Proposal cover sheet, and including complete course syllabi.