EL CAMINO COLLEGE DATE:

COLLEGE CURRICULUM COMMITTEE *(month/year submitted to Curriculum Office)*

 **PROPOSAL FOR NEW/MODIFIED MAJOR**

1.0 **IDENTIFICATION OF NEW/EXISTING MAJOR:**

 1.1 DIVISION:

 1.2 DEPARTMENT:

 1.3 MAJOR:

 [ ]  NEW [ ]  EXISTING [ ]  ASSOCIATE IN ARTS [ ]  ASSOCIATE IN SCIENCE [ ]  ADT

 1.4 PROPOSER: EXTENSION:

 (Indicate person to whom questions should be directed.)

 1.5 DIVISION CURRICULUM COMMITTEE (DCC) APPROVAL DATE:

2.0 **PROPOSED ACTION:** Mark any changes here and add the justification below.

|  |  |
| --- | --- |
| [ ]  New Major | [ ]  Program Goals and Objectives |
| [ ]  New Option | [ ]  Catalog Program Description |
| [ ]  Inactivate Major | [ ]  Course Requirements |
| [ ]  Inactivate Option | [ ]  Program Prerequisites |
| [ ]  Reactivate Major | [ ]  Units |
| [ ]  Reactivate Option | [ ]  Other (specify): |
| [ ]  Title (Indicate revised title) |

3.0 **JUSTIFICATION**:

*The justification must address all areas indicated in 2.0 and is to be written in complete sentences.*

*The addition or deletion of any course must be explained. If necessary, attachments are acceptable.*

4.0 **PROGRAM GOALS AND OBJECTIVES:** (Required for new or modified programs.)

 *Career Education Associate Degree: Program goals and objectives must address a valid workforce preparation purpose and may address transfer preparation.*

 *Local Associate Degree: Program goals and objectives must address a valid transfer preparation, workforce preparation, basic skills, civic education, or local purpose.*

5.0 **CATALOG** **PROGRAM DESCRIPTION:** (Required for new or modified programs.)

*A Catalog program description is to be no more than 125 words. A proposal for a new major must include a catalog program description; indicate the word count at the end of the description and list the key courses from which the description was developed. If a new option is being added to an existing major, review the current program description for relevancy, and, if necessary, revise the description. Any revisions to an existing description must be indicated with the highlighting of new text and/or the striking out of text that is to be removed. Indicate the word count at the end of the description. If necessary, attachments are acceptable.*

|  |
| --- |
| 6.0 **PROPOSED NEW MAJOR OR PROPOSED MODIFICATIONS TO THE MAJOR Use strikeouts to indicate deletions and red font to indicate additions.** |
|  |
|
|

**7.0 NOTIFICATION:** *If this proposal includes a recommendation for the addition or deletion of a course or courses from another division(s), the dean of the division submitting this proposal must notify the dean(s) and counselor(s) of the other division(s). Notification must be completed before this proposal is submitted to the Curriculum Office.*

*Deans receiving notification are responsible for informing their Division Curriculum Committees and appropriate faculty of the modifications.*

The following have been notified of modifications to the major:

 7.1 Division Dean(s): Date:

 7.2 Division Counselor(s): Date:

**8.0 Program Sequencing**
*Recommended order in which the students may complete the courses.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree Requirements** | **Dept./#** | **Course Name***(Descriptive Title)* | **Units** | **Sequence Semester/Year***(Eg. Yr 1, FA/ Yr 2, SP)* |
|  |  |  |   |  |

**Total Units:**

**Total Proposed Units Based on Sequence:**

Yr 1, Fall =

Yr 1, Spring =

Yr 2, Fall =

Yr 2, Spring =

**Total Units:**