Substantial Program Proposals Include:

- New programs (major, minor, etc.), colleges, or schools;
- Significant changes to the structure of a program, college, or school;
- Significant changes to the admissions process of a program, college, or school, including DtX proposals (see II below)

I. Recommended Order of Contents for All Substantial Proposals

A) 1503 Form, w/ rationale (a brief paragraph is appropriate here; details are to be provided in the Proposal proper), current catalogue copy, and proposed catalogue copy.

B) Proposal, including (in this order)

Preface with Table of Contents

a. General Overview of new or changed [Major, Minor, Program, etc.]
b. Relationship to College [School, Program, Dept., etc.] mission and priorities of both the College [etc.] and the University; include discussion of how the new or changed [Major, Minor, Program, etc.] may affect any other units on campus
c. Demand for new or changed [Major, Minor, Program, etc.]
d. Relationship to Other Campuses (or Colleges, Universities), if such exists
e. Curriculum (as applicable)
   i. Gen. Ed. Requirements
   ii. Admissions Requirements and Process
   iii. Program Requirements, Core Courses, Electives
   iv. Continuation Policy
f. Transfer Students—general policies
g. Faculty Governance—how will faculty oversee the major
h. Student Services—administrative home, services such as libraries, advising, and outreach
   i. Transition Plan—if necessary
   j. Accreditation—if necessary
   k. Student Learning Outcomes and Assessment
   l. Program Assessment and Monitoring.

Appendices as Needed
II. Additional Required Elements for All Direct Freshman Admissions Proposals

1. Direct Freshman Admissions proposals must include plans for transfer students and currently matriculated UWS students.

2. Students must not be required to reapply to the University of Washington to change to a new major, save for program-specific students:


3. Colleges and schools must include a section detailing structure for advising, assistance, and mentoring a student who wants or needs to transfer out.

4. In adherence to Faculty Senate guidelines, selection of applicants must use the University's holistic review criteria.

5. Proposals must include consideration of the impacts of the change on and consultation with the other campuses, as well as communication with Washington State high schools and Community and Technical colleges.

For questions, contact the UW Curriculum Office: https://registrar.washington.edu/curriculum/

Approved by FCAS November 2018