

## Guidelines on Proposing a New or Revising an Existing Major or Minor

In order to revise an existing major or minor, or propose a new one, departments and programs must make a case to the curricular committees. New majors and minors must also be approved by the faculty.

**Proposals to Revise an Existing Major/Minor or Concentration(s)**, generally 1 – 3 pages in length, should include:

- A clear statement of the current rule(s);
- A outline of the proposed change(s);
- A justification explaining why this revision is necessary. When applicable, this should include:
  - information about the concerns this will answer;
  - how this will benefit Bowdoin students;
  - why it's imperative in your discipline.
- How you will staff proposed changes that will increase the department/program's load;
- How any space and/or equipment concerns will be resolved. For example, if an elective in Visual Arts were to become a requirement for the major, it, most likely, would garner increased enrollment. If the course required a specialized room such as a photography lab, or specialized equipment, the proposal should address how that additional capacity will be absorbed in order to ensure student access to the course.
- If it would be useful to your justification, you can include data from peer institutions.
- If you are proposing new courses as part of the revised major/minor/concentration, please submit those proposals simultaneously.

### Approvals Process for Revisions:

Any revision proposal should be written up in Word and submitted, via email, to [courses@bowdoin.edu](mailto:courses@bowdoin.edu). It will be placed on the next available agenda of CIC. Often CIC will deliberate for multiple meetings, potentially asking questions or requesting representatives of the proposal visit the committee. Upon approval, revisions are sent to CEP and the Faculty for approval.

**Proposals for a New Major, Minor and/or Concentration(s)**, generally 5 – 10 pages in length, should include:

- Brief background of your discipline and its role at Bowdoin;
- A justification as to why this new major/minor/concentration is necessary. When applicable, this should include:
  - rationale for adding a major, minor, or concentration;
  - how this will benefit Bowdoin students;
  - how this will benefit the curriculum as a whole;
  - how does this offer a unique opportunity for Bowdoin students as we want to avoid duplication with existing programs;
  - how does this new major/minor/concentration respond to developments in your discipline?

- How students will navigate this new major/minor/concentration during their Bowdoin career;
- How you will staff this new major/minor/concentration based on the planned course offerings;
- How any space and/or equipment concerns will be resolved. An example of this would be if a new lab course were needed to support the proposed major/minor/concentration, and the space would need to be built.
- Data from our peer institutions regarding your discipline and the programs offered and how Bowdoin compares;
- If you are proposing new courses as part of the revised major/minor/concentration, please submit those proposals simultaneously.

### **Approvals Process for New Majors and Minors:**

Any revision proposal should be written up in Word and submitted, via email, to [courses@bowdoin.edu](mailto:courses@bowdoin.edu). It will be placed on the next available agenda of CIC. Often CIC deliberates for multiple meetings, potentially asking questions or requesting representatives of the proposal present to the committee. Upon approval by CIC, CEP reviews the proposal. Again, representatives of the proposal may be asked for additional input. Once approved by CEP, it is sent to the Faculty for a vote.

### **General Information:**

The Office of the Registrar and Academic Deans working with the curriculum are happy to discuss potential proposals, as well as looking at drafts before formal submission.

Revisions and new majors and minors become available in the next academic year.

Given the length of time it can take to consider these proposals, we suggest proposing them to CIC no later than early December of the academic year prior to the one in which you plan to offer the new or revised major or minor.