

DUKE UNIVERSITY ARTS AND SCIENCES COUNCIL COMMITTEE ON CURRICULUM

**TEMPLATE FOR DROPS / REVISIONS  
TO EXISTING MAJORS, MINORS, AND  
CERTIFICATE PROGRAMS**

Requests to **revise or drop** existing majors, minors, and certificate programs should be made by means of a letter from the Director of Undergraduate Studies / Certificate Program Director) to the Committee on Curriculum providing the rationale for the request. The letter and any accompanying materials should be sent as an e-mail attachment to Dean Ingeborg Walther at [waltheri@duke.edu](mailto:waltheri@duke.edu).

If the request is for a **revision**, the following materials should be submitted:

- I. Cover letter containing rationale for the revision. Rationale should include the following:
  - a. Articulate how the revision strengthens / improves achievement of the program goals
  - b. Describe the potential impact of the revision on your program (e.g. student enrollments, availability of teaching faculty, resources)
  - c. Describe the potential impact of the revision on other departments or programs, including statement that affected departments / programs / faculty have been notified of proposed changes
  - d. Include a letter from the DUS or program director of any other departments or programs that are substantially impacted by the change. The letter should describe the level of support for the changes and how any issues will impact their program and steps to resolve any issues.
- II. Text of current listing in the Undergraduate Bulletin
- III. Text of proposed revised listing for the Undergraduate Bulletin. (If possible, highlight or use mark-up to highlight changes.)

**FINAL APPROVAL OF MAJOR RESTS WITH COMMITTEE ON CURRICULUM,  
THE DEAN OF TRINITY COLLEGE, AND THE ARTS AND SCIENCES COUNCIL.**

**DEADLINE: October 1**

Proposals are accepted throughout the year, but in order to be considered by the Curriculum Committee in time to affect the Undergraduate Bulletin for the following academic year, materials must be received by October 1.

[2011]