**TRUCK | LETTER OF INTENT** 

 ***Temporary Relief for Untying Curricular Knots: Letter of Intent Form***

**INSTRUCTIONS:** This Letter of Intent is to be completed **prior** to the submission of a TRUCK form. Before completing this form, you must read the TRUCK Instructions in their entirety. Please answer all questions completely. When finished, please email this form to your School or College’s C&C Chair. Allow ten business days for a response.

**I. GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Date of Filing** |  |
| **Department or Program** |  |
| **School or College** |  |
| **Intended Effective Date for proposed Changes (semester, year)***Consult Registrar’s change catalog site to determine the earliest possible effective date. If a later date is desired, indicate here.* |  |
| **Name and Email Address for Principal contact person for this Curricular Action** |  |

**II. JUSTIFICATION**

Provide a thorough justification for why your unit would like to use the TRUCK form to complete curricular business. Your justification must describe:

* The scope of curricular changes you’d like to include in the TRUCK. Include anticipated number of courses to be included.
* The rationale for making these changes to the curriculum.
* Anticipated effects on the program, its students, other units/departments, and regional campuses. Include a note about any cross-listed courses you anticipate including and name the other units involved.
* Why the TRUCK form is the best approach to making these changes.

|  |
| --- |
| Write Justification in this box. |

**III. UNIT APPROVALS**

|  |  |
| --- | --- |
| Date Approved by Department C&C |  |
| Date Approved by Department Faculty |  |
| (typed) Signature of Department Head or Appropriate Designee |  |

**IV. To be Completed by School/College C&C Chair:**

Within ten days of receipt, this Letter of Intent must be reviewed and discussed by the School/College C&C Chair, the Registrar’s Office, and (if impacted by the proposed changes) the Chairs of GEOC and Senate C&C. Summarize the results of that review below, and initial accordingly:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Decision (Initial **One**) | Approve |  | Revisions Requested |  | Deny |  |
| Comments |  |

Share this form with the proposing unit, and if the unit is approved to file a TRUCK form, attach this Letter of Intent with the completed TRUCK form for broader committee review.