**Submission template for the Senate Committee on Admissions**

All submissions should contain a covering memo from the faculty, college, or school submitting the proposal. Please include the date the proposal was approved by faculty council and the desired effective date of the regulation.

Section I – Description of the change

*This section should:*

* *Clearly state the change being proposed*
* *Include any relevant contextual and background information.*
* *Include the current requirement (exact wording)*
* *Specify the rationale for the change and any other observations*
* *Include the effective date of the proposed modification*

Section II - Consultation with other faculties

*If the proposed change will have an impact on other faculties the proposal should include documentation or letters of support from the faculties. As an example, if a required course taught by another faculty is being added to a set of admission requirements a letter of support would be appropriate to assure the committee that there are no capacity issues.*

Section III - Recommendation

*This should be a clear statement of what SCADM is being asked to endorse.*