

To propose or revise a new course of study (major, minor, program version, and so forth), please complete this form, write a proposal as directed below, and obtain the necessary signatures. Please email the completed documents to the chair of the Curriculum Committee. See the academic calendar for submission deadlines. An example proposal is available upon request.

Course of Study (major, minor, etc.):	
School/College:	
Fulltime Faculty Sponsor:	
Date:	

PROPOSAL SUMMARY

Please briefly explain what you are proposing or seeking to change:

Please attach an extensive proposal that addresses the following items, as applicable:

- (1) What are you proposing?
- (2) Program description including text for the Academic Catalog
- (3) Program Outcomes and Curriculum Map/Matrix
- (4) List of all courses and their rotations (if new courses are part of this proposal, all must be submitted at the same time as this proposal). If courses are being eliminated, a substitution plan must be provided.
- (5) Rationale. In your rationale, please describe the (a) impact on current students, (b) impact on other programs, (c) effect on total credit hours in program, (d) financial implications for the university, (e) job outlook for program graduates, (f) recruitment implications, (g) any accreditation approvals, and (h) other information, as needed.
- (6) If impacting other Schools/Colleges, the appropriate Deans must sign this form

APPROVALS		
Fulltime Faculty Submitting Proposal <i>(signature)</i>		Date
Department Approval: Chair (if applicable) <i>(signature)</i>		Date
School or College Approval: Dean <i>(signature)</i>		Date
Additional School or College Approval: Dean <i>(signature)</i>		Date
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Additional School or College Approval: Dean <i>(signature)</i>		Date
Curriculum Committee: Chair <i>(signature)</i>		Date
Academic Affairs Approval: VPAA <i>(signature)</i>		Date
PROCESSING		
Received by Registrar	Date:	
Added to Catalog	Date:	
Added to Nexus	Date:	