***Note required information:*** *Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements must be documented. Note before completing this proposal that all new courses and current prerequisite, co-requisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.*

|  |  |
| --- | --- |
| **School or Division** | Choose an item. |
| **Program or Certificate** | List name of program or certificate |
| **Proposed by (faculty only)** | List faculty name(s) |
| **Presenter (faculty only)** | List faculty name(s) |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and be resubmitted for a later date. | |
| **Submission date** | Click here to enter a date. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| All Curriculum proposals require approval of the Curriculum Committee and the Provost. Final approval or denial of a proposal is reflected on the completed and signed proposal. | | | | | |
|  | Approve |  | | Do Not Approve |  |
|  | | | |  | |
| *Curriculum Committee Chair Signature* | | |  | *Date* | |
|  | Approve |  | | Do Not Approve |  |
|  | | | |  | |
| *Provost Signature* | | |  | *Date* | |
|  | | | | | |
| All Curriculum proposals require review by the Office of Accountability & Effectiveness. | | | | | |
|  | Reviewed |  | | | |
|  | | | |  | |
| *Office of Accountability & Effectiveness Signature* | | |  | *Date* | |

**Section I, Important Dates and Endorsements Required**

**nOTE:** Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Provost’ Office.

|  |  |
| --- | --- |
| **Term in which approved action will take place** | Choose an item. |
| **Provide an explanation below for the requested exception to the** effective **date.** | |
| Type in the explanation for exception. | |

|  |  |  |
| --- | --- | --- |
| **Any exceptions to the term start date requires the signatures of the Academic Dean and Provost prior to submission to the Dropbox.** | | |
| **Dean** | **Signature** | **Date** |
| Type name here |  |  |
| **Provost** | **Signature** | **Date** |
| Dr. Eileen DeLuca |  |  |

| **Required Endorsements** | **Type in Name** | **Select Date** |
| --- | --- | --- |
| **Department Chair or Program Coordinator/Director** | Type name here | Click here to enter a date. |
| **Academic Dean or Provost** | Type name here | Click here to enter a date. |

|  |
| --- |
| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Type in all applicable faculty names here |

**Section II, Proposed Changes**

|  |  |
| --- | --- |
| **Do any of the changes affect the AA focus? (If so, a Change of Program proposal is also needed.)** | Yes  No |
| **Have the deans of the General Studies been contacted/consulted?** | Yes  No |
| **Have you attached an updated catalog page?** | Yes  No |
|  |  |
| **Change of School, Division, or Department** | List new school, division, or department |
| **Change to program or certificate name** | List new program or certificate name |
| **List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.** | |
| List changes to program or certificate prerequisites | |
| **List below, any changes to the General Education requirements. Include course titles and credits if applicable.** | |
| List changes to program or certificate General Education requirements | |
| **List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.** | |
| List changes to program or certificate Core requirements | |
| **List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.** | |
| List changes to program or certificate Elective requirements | |
| **List below, any other changes to the program or certificate requirements.** | |
| List other changes | |
| **Change to program length (credits or clock hours to complete)** | From:  To: |

**Include complete new catalog page as an attachment. Proposals without the new catalog page will not be reviewed by the committee.**

**Section III, Justification for proposal**

**Include state frameworks, accrediting or professional organization recommendations or requirements, workforce data, and/or crosswalks.**

|  |
| --- |
| **Provide justification (below) for each change on this proposed curriculum action.** |
| Type in justification here |