

Change of Program or Certificate Proposal

NOTE: Change of Program or Certificate Proposals may require one or more additional **Change of Course Proposal(s)** – for instance, when including any new courses and/or changes to prerequisite, co-requisite, core, or elective courses. **Change of Course Proposals must be reviewed by the Curriculum Committee and approved by the Provost prior to (or at the same meeting as) Change of Program/Certificate proposals.**

SECTION I: KEY INFORMATION

Submission Date	1/11/2021
Proposed by (faculty only)	Jennifer Patterson
Presenter (faculty only)	Jennifer Patterson
NOTE: Faculty presenter must be present at the Curriculum Committee meeting or the proposal will be returned to the School to be resubmitted for a later date.	
School	Business and Technology
Program or Certificate	Risk Management and Insurance Management, CCC

SECTION II: TERM IN WHICH ACTION WILL BECOME EFFECTIVE

NOTE: Program and Certificate changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Actions approved in the Fall semester take effect in the following academic year. Actions approved in the Spring semester take effect after one additional year. Syllabus changes may take effect sooner. Exceptions to published deadlines or effective dates must receive approval from the Academic Dean and Provost.	
Academic term in which approved action will take effect	Fall 2021
If requesting an exception to the effective date, provide an explanation below.	
Explanation for exception:	

SECTION III: PROPOSED CHANGES TO PROGRAM OR CERTIFICATE

Summary of Proposed Changes
Change the Core Requirements From: CGS 1000 - Computer Literacy To: CGS 1000 - Computer Literacy or CGS 1100 – Computer Applications for Business
Justification for Proposal
Many of the AA students have already taken CGS 1100 – Computer Applications for Business, a course that is more advanced than CGS 1000 – Computer Literacy.

NOTE: Justifications may include state frameworks, accrediting or professional organization recommendations or requirements, workforce data, and/or crosswalks. List information in this section and provide attachments at the end of the proposal.

NOTE: Complete the next items by indicating proposed changes. **Skip fields that are not applicable** to your curriculum action.

Change of School or Department	From: To:
Change Program or Certificate name	From: To:
Change Program or Certificate length (Credits or clock hours to complete)	From: To:

NOTE: To complete this block of items please list all changes in “From/To” format, including course titles, credits, minimum grade requirements, etc., as applicable. **Please note that additional Course Change proposals may be required.**

Change Program or Certificate *prerequisites:*

Prerequisite changes:

Change Program or Certificate *corequisites:*

Corequisite changes:

Change Program or Certificate *General Education requirements:*

Changes to General Education requirements:

Change Program or Certificate *Core requirements:*

Changes to Core requirements:

From: CGS 1000 – Computer Literacy

To: CGS 1000 – Computer Literacy or CGS 1100 – Computer Applications for Business

Change Program or Certificate *Elective requirements:*

Changes to Elective requirements:

SECTION IV: FACULTY ENDORSEMENTS

Faculty Endorsements for Change of Program or Certificate:

NOTE: Proposals will be returned if faculty endorsements are not provided.

Jennifer Patterson, Mary Myers

SECTION V: ATTACHMENTS

Please save all documents in Word format (.doc, .docx) rather than pdf.

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18; 10/18; 12/20

- **Catalog Changes:** Attach Word files [with Track Changes on] indicating changes to all Catalog pages that are affected by this Change of Program or Certificate Proposal.

NOTE: All Change of Program or Certificate Proposals **MUST** include the new Catalog page(s) with all proposed changes marked. The Track Changes feature in Word must be used to indicate all changes that affect courses, words, numbers, symbols, program description, admission requirements, and graduation requirements.

- **Justification attachments:**

Please upload any attachments that justify the proposed Program or Certificate Changes.

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

UPLOAD THIS PROPOSAL AND ALL NECESSARY ATTACHMENTS TO CURRICULOG.