**CURRICULUM PROPOSAL**

**APPROVAL PAGE**

**Proposal Title:**

**College:       Department:**

**DEPARTMENT CHAIR- Insert Department Chair Name**

**I have read the enclosed proposal and approve this proposal on behalf of the department.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**COLLEGE CURRICULUM COMMITTEE CHAIR - Insert Chair Name**

**I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**COLLEGE DEAN - Insert Dean Name**

**I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

## CURRICULUM CHANGE MEMO

**Date:**

**From: Proposing Faculty Member, Department**

**Through: Chair, Department**

**Through: Dean, College**

**To: Chair, Undergraduate Curriculum Committee or Graduate Council**

**Proposal Title:**

**Select the proposal content (select as many as apply) and provide the rationale.**

**Content**

[ ]  New program or [ ]  Program Change

 [ ]  Bachelor’s

 [ ]  Master’s

 [ ]  Doctoral/Professional

 [ ]  Certificate

 [ ]  Fast Track

 [ ]  Minor

 [ ]  Concentration/Track

[ ]  New Course

[ ]  Closure (program, certificate, minor, concentration)

[ ]  Change

 [ ]  CIP Code

 [ ]  Program/certificate SCH

 [ ]  Course Title

 [ ]  Course Description

 [ ]  Graduate Program Admission Requirements

**Rationale**

**New Certificate Request Form**

College:

Department:

Certificate Name:

Proposed CIP Code:

Required Number Semester Credit Hours (SCH):

Proposed Implementation Date:

Brief Program Description:

Is the certificate stackable? [ ]  Yes [ ]  No

**Job Market Need**

Provide short- and long-term evidence of the need for graduates in the job market

**Student Demand**

Provide short- and long-term evidence of demand for this certificate

**Enrollment Projections**

Use this table to provide the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the minor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YEAR** | **1** | **2** | **3** | **4** | **5** |
| Headcount |     |     |     |     |     |
| FTSE |     |     |     |     |     |

**Degree Requirements**

Use this table to summarize the degree requirements. Full curriculum will be entered as catalog copy at the end of this document.

|  |  |
| --- | --- |
| **Category** | **SCH** |
| Required Courses |     |
| Prescribed Electives |     |
| Free Electives |     |
| TOTAL |     |

**Faculty**

List the faculty for the program and the expected percentage of time assigned to the certificate

|  |  |  |
| --- | --- | --- |
| **Name** | **Department** | **Expected % Time in Program** |
|       |       |       |
|       |       |       |
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|       |       |       |

**Students**

Describe general recruitment efforts.

**Library**

Explain whether additional library resources are needed for this certificate, and if so what.

**Facilities and Equipment**

Explain whether additional resources are needed for this certificate and if so what.

**Evaluation**

Describe the evaluation process that will be used to assess the quality and effectiveness of the new certificate

**Costs and Funding**

Use this table to show five-year costs and sources of funding for the certificate

|  |  |
| --- | --- |
| **Five Year Costs** | **Five Year Funding** |
| Personnel1 | $      | Reallocated Funds | $      |
| Facilities and Equipment | $      | Anticipated New Formula Funding | $      |
| Library, Supplies & Materials | $      | Special Item Funding | $      |
| Other2 | $      | Other3 | $      |
| **Total Costs** | **$**      | **Total Funding** | **$**      |

1. Report costs for new faculty hires, graduate assistants, and technical support personnel.
2. Specify other costs her such as administrative costs and travel.
3. Report other sources of funding. In-hand grants, “likely” future grants, and designated tuition and fees can be included.

**Certificate Catalog Copy**

Certificate Name:

Certificate Description:

Additional Relevant Information:

**Degree Plan**

Note new courses with an asterisk (\*).

|  |
| --- |
| **Section Heading** |
| Subheading: ‘Required’ or ‘Select X (hours or courses) from the list below’ |
| Course Prefix & Number  | Course Name  | Course SCH  |
|       |       |     |
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