**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.**

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**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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| Course Prefix & Number | Course Name | Course SCH |
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| **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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