**SECTION I: ALL Program Modifications and New Program Proposals**

1. **Sponsoring Department**:

2. **The nature of the requested program modification**

a. Add Drop Change

b. The requested modification involves program requirements for a

Major Minor Concentration

3. **Title of the program** (i.e., major, minor or concentration) **and degree type** (MBA, MS, etc.).

4. **List course numbers, course titles, and semester hours for the program (including all prerequisites).**

Current (leave blank for if a new program):

Proposed:

5. **Explain how student learning outcome-based objectives for the department's academic program are affected by the proposed program modification**.

6. **Briefly give the reason(s) for the requested change** to include:

1. The basis for the proposed modification, e.g., academic planning, curricular evaluation, etc.
2. How the change responds to this basis by promoting the department's academic goals, enhances student success of meeting an academic program's learning outcome-based objectives, and/or helps the department better serve the mission of the College?

**SECTION II: For New Program Proposals, Only**

1. **Give the student-learning outcomes for the new major, minor, or concentration**.

3. **Indicate the effects of the program on other programs/departments in the College**.

4. **Indicate how the proposed program differs from other programs both within and outside the department**.

5. **Show that the institutional support is adequate**.

1. Describe the scope of current library holdings to support the program.
2. Document evidence of student interest.
3. Describe the possible effects on current faculty loads to support the program.
4. Identify the impact of the proposed program on student advising.
5. Itemize the kinds of capital outlay required by the College to support the proposed program, e.g., new equipment, renovations of space.
6. Verification by the Provost that institutional support is adequate and/or the College will commit funds to support the proposed program:

The signature of the Provost below indicates:

1)        That current institutional support is adequate for the proposed program.

Provost’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

2)        That the College commits that adequate funds will be available to support the proposed program.

Provost’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

3)      That resources for the proposed program are currently not available or insufficient but that funds are being or will be actively sought.

Provost’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

(Department Chair)

Affected Dept #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair's Initials \_\_\_\_\_\_ Support: Yes No

Affected Dept #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair's Initials \_\_\_\_\_\_ Support: Yes No

Affected Dept #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair's Initials \_\_\_\_\_\_ Support: Yes No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Curriculum Committee Action: Approve\_\_\_\_/ Not Approve\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_