**PROGRAM/MAJOR FORM**

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| **For:** |  | **program deletion** |  | **new program** |  | **program alteration** |  | **new minor** |

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| **Name of Program/Major:** |
| **Department/Division:** |

1. **Briefly describe the proposal (*e.g.*, deletion of program, intent for addition/alteration of program, *etc.*).**
2. **Please provide a brief justification for the proposed changes (include, when appropriate, needs assessment, data, practices at other institutions, impact on recruitment and retention, fit with College mission, program review, *etc.*).**
3. **Please list the new official *Catalog* description of the program.**
4. **Please identify the impact that the proposed changes will have on faculty and on other programs (*e.g.*, faculty load, class sizes, overlap with other programs, effect on Liberal Studies, *etc.*).**
5. **Please identify anticipated expenditures that the proposed changes will incur (*e.g.*, library, technology, facilities or equipment purchases, *etc.*).**
6. **Please identify the persons consulted regarding the proposed changes (*e.g.*, program directors, administrators, the Registrar, librarians, finance, *etc.*).**

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| --- | --- |
|  | **Yes** |

1. Registrar’s office has reviewed the documents to check for catalog errors before submitting the documents to Curriculum Committee.
2. **Attach to this form the following:**
   * **Check Sheet – old and new with watermark (please see template for example & instructions)**
   * **4 Year Plan – old and new with watermark (please see template for example & instructions)**
   * **Minutes from both Department and Division meetings (include all minutes from departments/divisions of affected cross listed changes). Signatures can happen after submissions if all minutes are included.**
   * **Curriculum Map**

**Please note all submissions are submitted to Canvas Curriculum page at least one week prior to the chosen meeting. Once you have submitted documents please check back regularly to check feedback given.**

PROPOSAL APPROVED BY (signatures below as necessary):

|  |  |  |
| --- | --- | --- |
| Faculty Sponsor |  | Date |
| Department Chair |  | Date |
| Department Chair (for shared programs) |  | Date |
| Division Chair |  | Date |
| Division Chair (for shared programs) |  | Date |
| Curriculum Committee Chair (Signed once approved by CC) |  | Date |
| Provost ( Signed once all other signatures are acquired) |  | Date |