

Curriculum Committee
**Program Proposal
Cover Form**

Date: _____

Proposal submitted by: _____

Description of proposal: _____

Academic Department: ___ Approve ___ Deny

_____ Department Chair Signature

_____ Date

Curriculum Committee: ___ Approve ___ Deny

___ Approve w/conditions (specify conditions): _____

_____ Committee Chair Signature

_____ Date

V.P. of Academics: ___ Approve ___ Deny

_____ VP Academics Signature

_____ Date

Advisory signature from Registrar: _____

Registrar Signature

_____ Date

President ___ Approve ___ Deny

Signature Date

Action required for new course proposals, new program proposals, and changes to General Education.

Board of Regents ___ Approve ___ Deny

Signature Date

Action required for new program proposals.

Effective date of approved action: _____



1. Purpose of proposal: New Program Existing Program

2. Program Title: _____

3. Program description: (as it will appear in the catalog)

4. Rationale to justify proposal: assessment data, advisory committee recommendations, national trends, external requirements, supporting data, transferability information, etc. Attach documentation if necessary.

5. Proposal is for: B.A. Degree
 A.A. Degree
 A.S. Degree
 A.A.S. Degree
 Certificate Program
 Other (describe) _____

6. Program requirements: credits - General Education courses
 credits - Degree/Program Specific courses
 credits – Elective courses
 credits - Total Required Credits

7. Does the proposed program meet MTA Requirements? Yes No

If yes, courses that fulfill the following:

English Composition: _____

Communication: _____

Mathematics: _____

Social Science: _____

Humanities: _____

Science: _____

8. This program is offered: ____ face-to-face ____ online

9. Special admissions requirements, if any:

10. Special student retention requirements, if any (i.e. milestones, benchmarks, certifications, student support, GPA, etc):

11. Financial/resource implications – including: teaching staff, support staff, instructional facility and equipment requirements, travel requirements, etc.

12. Attach copies of all pages in the catalog affected by change, include copies of pages before change and pages with proposed change.

13. Other significant notes: