Program - Curriculum Proposal Instructions

1. Go to Curriculum Committee website and click on the link for Program change.
2. 3 actions can be completed.
   a. New Program Proposal – Select "Propose New Program".
   b. Edit Program Proposal – Select the program you want to change, click "edit Program"
   c. Inactivate Program Proposal – Select the program you want to inactivate, click "Inactivate"
3. Following completion of the proposal, and prior to clicking the "Start Workflow" button at the bottom of the page, please review your proposal for typographical errors and ensure you have filled out the form as you had intended.
4. Upon successful submission of your proposal, the division chair will be notified. You can preview the workflow and approval steps that have been completed.

Field Name	Notes
Contact Name, Email and Phone	Contact information to which all inquiries should be directed.
Division	PROGRAM: Select the division in which this curriculum proposal will reside. If the proposal affects more than one division be sure to indicate this by selecting YES to Program Owned by a second division.
Academic Career	Select Undergraduate or Post-Baccalaureate
Program Type	Select program type of Major, Minor, Emphasis, Certificate, etc.
Degree Designation	Based on your Program Type selection, select the Degree Designation that applies.
Program Title	Enter the Title of the Program being proposed.
Method of Instructional Delivery	Select the Instructional Method of your program. Select all that apply
Location	Select the location of your program. This field populates to the catalog. Select all that apply.
Credits	Enter the number of credits required for the completion of program or number of credits for the course.
Effective Catalog	Term in which the course or program will be in the catalog. All proposals are effective Fall semester.
Is this proposed program on the 3 year plan?	Select Yes or No
Program Requirements/Plan	If making a program edit, the current approved program will show in this area. This information comes from the current online catalog.
Briefly describe the nature of the request.	Provide rationalization for the necessity or importance of this curricular change. Remember that each proposal will be reviewed by many different parties, so clearly state why this proposal is being submitted.
Catalog Description	Enter a concise catalog description as it will appear in the catalog. It should briefly describe the program attributes in 300 words or less.
Degree Audit Coding Template	Attach Degree Audit Coding program plan for all programs.
SBOE Proposal/Budget Form	Attach appropriate documents. These must also be sent to the Dean's office.
ICTE Attachment B	Attach appropriate documents. These must also be sent to the Dean's office.
NWCCU Template	Attach appropriate documents. These must also be sent to the Dean's office.
Rationale for Proposal	Provide rationalization for the necessity or importance of this curricular change. Remember that each proposal will be reviewed by many different parties, so clearly state why this proposal is being submitted.
Estimated Cost to Deliver Program	Estimated costs would include Personnel, Library, Capital Outlay, etc.

Summary of Workforce data to substantiate the need for this program	Summarize the workforce data to support your new program or changes in your current program.
Additional Information	Insert any additional information to support your proposal.
Supporting Documents	Attach additional documentation to support your proposal.