

GUIDELINES FOR SUBMITTING COURSE AND CURRICULUM PROPOSALS TO THE UNIVERSITY CURRICULUM COMMITTEE AT UMW

This document outlines the guidelines for curriculum approval actions. Please follow the guidelines appropriate to the action you are seeking from the University Curriculum Committee (UCC). Adherence to the procedures listed below will allow the Committee to act quickly on a proposal or to identify potential problems that will require correction before making a decision. The goal of these procedures is to shorten the time between submission and decision without compromising the effectiveness of the reviewing process. The Committee will return for revision any proposal that does not follow these guidelines.

SHARED CURRICULUM GOVERNANCE AT THE UNIVERSITY OF MARY WASHINGTON

The curriculum review and approval process at UMW is grounded on the principle of shared governance, recognizing that both the faculty and the administration have important roles to play in the process of approving educational programs. The primary responsibility for curriculum development rests with the faculty. Curriculum proposals begin with action by individual faculty and departments. Faculty curriculum committees at the college and the university level are central to the review and approval process. The college and university faculty governance bodies have an explicit review and approval step. Involvement, review, and approval by the faculty ensures that (1) programs contain content and approaches that reflect current thinking within a field of study, and (2) that the curriculum is appropriate for the students enrolled. Administrative review and approval ensures that educational programs are consistent with the mission of the institution and that the resources, organization, and commitment necessary to carry out those programs are available.

Within this system of shared curriculum governance, each constituency carries out its separate but complementary roles and does so in an environment of open discussion. Whenever one level of review disagrees with a proposed action, the reasons for the disagreement must be communicated in writing to the prior level of review at the time when the disapproval is made known. The opportunity to address differences of opinion and to revise and resubmit a proposal for further consideration is assured. For example, should a dean disagree with the decision of a College Curriculum Committee (CCC) regarding approval of a change in an educational program, the first step would be for the dean to informally review concerns with the Committee in the effort to reach agreement. Should the collaboration step not result in agreement, and the dean ends up rejecting the proposal, the dean must provide the Committee with a written explanation of the reasons why the proposal was not accepted. This written explanation must be provided at the same time as when the dean formally informs the Committee of the decision not to support the proposal. The Committee then has the opportunity to review the dean's concerns, decide how to address them, and to resubmit the proposal for additional review.

GENERAL CURRICULUM APPROVAL PROCEDURES

Curriculum actions and changes will take effect in the fall semester. For a curriculum action to be implemented in the fall, it must have received all required approvals no later than February 15. This deadline ensures that there will be adequate time to update the academic catalogs to reflect the changes, and to post the new *Academic Catalogs* on line in corrected HTML and PDF versions.

The entire curriculum approval process will be electronic (see page 8). Depending on the action

desired, the approval process may include a separate step for approvals by the Dean and the Provost. For proposals to change to existing courses, or to create a new course, there is no approval step by either the Dean or the Provost. These curricular actions are entirely within the hands of the faculty. Proposals to change existing educational programs (minors, majors, concentrations, certificates) require approval by the Dean of the college in which the educational program resides. Proposals to create new educational programs require approval of the Dean and the Provost. For any of the program actions that must be submitted to the State Council of Higher Education for Virginia (SCHEV), approval from the Rector and Visitors of the University of Mary Washington is required before the proposal is advanced to SCHEV.

The guidelines listed below state the order of steps to be followed with respect to the particular types of curriculum actions. The actions are grouped into four categories: (1) Expedited Curriculum Actions, (2) New Course Proposals, (3) Educational Program Actions – State Review Not Required, and (4) Educational Program Actions – State Review and/or Approval Required.

EXPEDITED CURRICULUM ACTIONS

1. This category of curriculum changes proceeds through an approval process at the college level. Once the College Curriculum Committee (CCC) and the College Faculty Body has approved the change, the proposed change is posted on the University Curriculum Committee (UCC) website and is available for comment by all members the university faculty.
2. The following curriculum actions are the only ones handled in the expedited manner:
 - Change to a course's number
 - Change to a course's title
 - Change to a course's credit hours
 - Change to a course's catalog description
 - Change to a course's prerequisites
 - Deletion of a course
3. The following steps are required to submit an Expedited Course Proposal Action:
 - A. The proposer downloads the "Expedited_Course_Change_Proposal" cover sheet from the UCC website. The form is filled out completely, and attachments required are added.
 - B. The proposal moves through whatever procedures are standard for curricular actions within the faculty member's department. When department approval is secured, the proposal moves to the College Curriculum Committee (CCC). (If the college permits proposals to go directly to the CCC, the departmental review step may be ignored.) The department chair's name on the proposal form indicates either department approval of the submission or acknowledgement of the submission in cases where a college allows faculty to submit proposals directly to its CCC.
 - C. Following CCC approval, the CCC Chair reports the curriculum actions approved to the College Faculty Body. Should the College faculty Body not approve an expedited curriculum proposal, the proposal is returned to the CCC with a written statement of the reasons why the proposal was not approved. After addressing the issues causing the proposal to be returned, the CCC resubmits the action to the College Faculty Body.

- D. Once the proposal clears through the College Senate/Faculty Assembly meeting, the CCC Chair posts proposal at the UCC web site for a required two-week (10 class days) public posting period.
- E. If no objections are raised after the two-week (10 class days) posting period ends, the curriculum action is approved and it takes effect at the start of the fall semester in the year stated on the proposal. Expedited proposals that pass through the posting period without comment are noted as "Approved" at the UCC curriculum approval website. The UCC chair adds the date that the action was finalized and the completed proposal form is placed in electronic archive at the UCC web site.
- F. If the UCC discovers problems with any expedited action approved by a college, it will identify the problem and return the proposal to the CCC and request that the problem be addressed before the proposal is posted for public review and comment. Once the CCC has addressed the issued raised by the UCC, the expedited proposal will be posted for the required two-week (10 class day) comment period. Once the proposal passes through the comment period, it is noted as approved at the UCC website, the proposal form is updated by the UCC chair, and the proposal is filed in the electronic archive.
- G. If objections are raised during the two-week (10 class days) comment period, the UCC may either return the proposal to the CCC or may elect to consider the proposal at a regularly scheduled UCC meeting. For any expedited proposal that the UCC decides to review, the action taken will be reported to the UFC as part of the UCC regular report to that group. Expedited proposals approved by the UCC are noted as "Approved" on the UCC curriculum website; any proposals not approved are returned to the relevant CCC. The proposal sheet for any Expedited Proposals approved by the UCC is updated by the UCC Chair; the approval date is the date of the UCC meeting where the proposal was approved. The completed proposal document is then filed in the electronic archive.

NEW COURSE PROPOSALS

The following steps are required to propose to add a new course to the curriculum:

1. The proposer downloads the "New_Course_Proposal" cover sheet from the UCC website. The form is filled out completely, and any attachments as required are added.
2. The proposal moves through whatever procedures are standard for curricular actions within the department. When department approval is secured, the proposal moves to the College Curriculum Committee (CCC). (If the college permits proposals to go directly to the CCC, the departmental review step may be ignored.) The department chair's name on the proposal form indicates either department approval of the submission or acknowledgement of the submission in cases where a College allows faculty to submit proposals directly to its CCC.
3. ***Important reminders about particular types of new course proposals:***
 - a. **Interdisciplinary (IDIS) course proposals** – to add a new IDIS course, the same new course proposal form is to be completed. IDIS courses are normally designed by groups of self-selected faculty. Proposals for new IDIS courses will only be accepted from established departments. Therefore, faculty who wish to teach IDIS courses must find a department that will accept "responsibility" for the

course. This department will be called the "host" department. Typically the host department will be the one that houses one of the faculty members involved in the design of the IDIS course. ***A memo from the department chair from the host department should be attached to the course proposal, along with a memo of support from the chairs of all departments of the faculty who are proposed as teachers of the new IDIS course.*** (Even after permanent status is achieved, IDIS courses will require a host department. Host departments may change over time. A short memo from the new host to the Office of the Registrar will be sufficient to register the change.)

- b. **Converting a Special Topics Course to a New Course** – In 1998, the Faculty voted "that a [topics] course may be taught no more than three times before it is approved by the Curriculum Committee [as a regular course]." A department must submit a new course proposal to the Curriculum Committee for approval before such a course is taught for the fourth time.
4. Following CCC approval, the CCC Chair reports the curriculum actions approved to the College Faculty Body. Once the College faculty Body has accepted the proposal, the CCC Chair sends the proposal to the UCC.
5. If the UCC discovers problems with any new course proposal approved by a college, it will identify the problem and return the proposal to the CCC and request that the problem be addressed before the proposal is reviewed by the UCC. Once the CCC has addressed the issues raised by the UCC, the proposal is returned to the UCC for action.
6. New courses approved by the UCC are reported to the UFC as part of the UCC's regular report to that group. Once the UFC has accepted the UCC's actions, the new courses are noted as "Approved" on the UCC curriculum website; any proposals not approved are returned to the relevant CCC. The UCC Chair updates the new course proposal cover sheet, and the proposal document is filed in the electronic archive.

EDUCATIONAL PROGRAM ACTIONS – STATE ACTION NOT REQUIRED

For these curricular actions, formal review and action by the UCC is required in all cases. Once approved by all levels at UMW, the action need not be reported to or approved by the State Council of Higher Education for Virginia (SCHEV). Proposals requiring full UCC review without subsequent action by SCHEV are:

- Change an existing major, minor, certificate, concentration, or degree program
- * Add a new major, minor, certificate, concentration, or degree program

Because the procedures required for each of these actions vary somewhat, steps for each action are described in detail below.

1. Change an existing major, minor, concentration, or certificate

The following steps are required to propose changes to existing majors, minors, concentrations, or certificates:

- A. The proposer downloads the "Program_Proposal" cover sheet from the UCC website. The form is filled out completely, and any attachments as required are added.

- B. The proposal moves through whatever procedures are standard for curricular actions within the department. When department approval is secured, the proposal moves to the College Curriculum Committee (CCC). (If the college permits proposals to go directly to the CCC, the departmental review step may be ignored.) The department chair's name on the proposal form indicates either department approval of the submission or acknowledgement of the submission in cases where a College allows faculty to submit proposals directly to its CCC.
- C. *Prior to submitting the proposal to the CCC*, the proposer/department **may** meet with the College Dean for an initial consultation about the proposed new course. This initial consultation step will help to identify and address potential problems and will help promote a smooth proposal review process.
- D. Following CCC approval, the CCC chair sends the electronic copy of the course proposal with all attachments to the Dean. **At the same time**, the CCC Chair reports the curriculum actions approved to the College Faculty Body. The Dean has five (5) class days to approve or reject the curriculum proposal. If the Dean approves, the proposal is returned to the CCC Chair. Once the College faculty Body has accepted the proposal, the CCC Chair sends the proposal to the UCC. If the Dean rejects the proposal, it is returned to the CCC Chair with a written explanation of the reasons why the proposal was not accepted.
- E. If the UCC discovers problems with any new course proposal approved by a college, it will identify the problem, return the proposal to the CCC, and request that the problem be addressed before the proposal is reviewed by the UCC. Once the CCC has addressed the issued raised by the UCC, and with the approval of the College Dean, the proposal is returned to the UCC for action.
- F. Changes to majors, minors, concentrations, or certificates approved by the UCC are reported to the UFC as part of its regular report to that group. When program changes are accepted by the UFC, the proposal is noted as "Approved" on the UCC curriculum website. The UCC Chair updates the new proposal cover sheet, and the proposal document is filed in the electronic archive.

2. Add a new major, minor, concentration, certificate, or a new major within an existing degree program*

* **This option is to be used in these cases only:** for interdisciplinary majors that will be grouped as part of the "Special Majors/General Liberal Arts and Sciences" degree (CIP Code 24.0101) or reported as a BLS degree (CIP Code 24.0199). All other new major proposals must be reviewed and approved by SCHEV because they result in awarding a new degree.

The following steps are required to propose changes to existing majors, minors, concentrations, or certificates:

- A. The proposer downloads the "Program_Proposal" cover sheet from the UCC website. The form is filled out completely, and any attachments as required are added.
- B. The proposal moves through whatever procedures are standard for curricular actions within the department. When department approval is secured, the proposal moves to the College Curriculum Committee (CCC). (If the college permits proposals to go

directly to the CCC, the departmental review step may be ignored.) The department chair's name on the proposal form indicates either department approval of the submission or acknowledgement of the submission in cases where a College allows faculty to submit proposals directly to its CCC.

- C. *Prior to submitting the proposal to the CCC*, the proposer/department **may** meet with the College Dean for an initial consultation about the proposed new course. This initial consultation step will help to identify and potential problems and will help promote a smooth proposal review process.
- D. Following CCC approval, the CCC chair sends the electronic copy of the course proposal with all attachments to the Dean. **At the same time**, the CCC Chair reports the curriculum actions approved to the College Faculty Body. The Dean has five (5) class days to approve or reject the curriculum proposal. If the Dean approves, the proposal is returned to the CCC Chair. Once the College faculty Body has accepted the proposal, the CCC Chair sends the proposal to the UCC. If the Dean rejects the proposal, it is returned to the CCC Chair with a written explanation of the reasons why the proposal was not accepted.
- E. If the UCC discovers problems with any new course proposal approved by a college, it will identify the problem, return the proposal to the CCC, and request that the problem be addressed before the proposal is reviewed by the UCC. Once the CCC has addressed the issued raised by the UCC, and with the approval of the College Dean, the proposal is returned to the UCC for action.
- F. New minors, concentrations, certificates, or majors in existing degree programs (as restricted above) approved by the UCC are reported to the UFC as part of its regular report to that group. **Simultaneously**, the UCC chair sends the proposal document with all attachments to the Provost. The Provost has five (5) class days to approve or reject the proposal. If the Provost approves, the proposal is returned to the UCC Chair. If the Provost rejects the proposal, it is returned to the UCC Chair with a written explanation of the reasons why the proposal was not accepted.
- G. When new minors, concentrations, certificates, or majors in existing degree programs (as restricted above) are approved by the Provost and also accepted by the UFC, the proposal is noted as "Approved" on the UCC curriculum website. The UCC Chair updates the proposal cover sheet, and the proposal is and the proposal document will be filed in the electronic archive.

EDUCATIONAL PROGRAM ACTIONS – STATE REVIEW/APPROVAL REQUIRED

For these educational program actions, formal review and action by the UCC are required in all cases. Once approved by all levels at UMW, the action must be either approved by or reported to the State Council of Higher Education for Virginia (SCHEV). Proposals requiring full UCC review and subsequent action by SCHEV are:

- Add a new degree program
- Add a new certificate program
- Change program title
- Merge program
- * Delete certificate or major

Each of these proposals will go through the same set of steps for UMW approval, after which the approved proposal is sent to SCHEV in accordance with their requirements. ***SCHEV estimates that it needs nine months lead time to review and approve a new program before it may begin implementation. Lead-time for other SCHEV program actions is shorter. New certificates need only be reported. Program mergers, title changes, and deletions usually take three to six months to become officially approved by SHCEV.***

In every case, the proposer fills out the UMW cover sheet titled “New_Program_Proposal_State_Action_Required.” In addition to the specified attachments required by UMW (as stated on this cover sheet), the proposer completes the required SCHEV cover sheet and documentation. The SCHEV requirements are:

- **For new degree or certificate programs**, complete and attach SCHEV’s “Program Proposal Cover Sheet” and all narratives and documents as required by SCHEV’s instructions.
- **For program title changes**, complete and attach SCHEV’s “Format for Revising Academic Programs Cover Sheet” and all narratives and documents as required by SCHEV’s instructions.
- **For program mergers**, complete and attach SCHEV’s “Format for Merging Academic Programs Cover Sheet” and all narratives and documents as required by SCHEV’s instructions.
- **For major and/or certificate deletions**, also complete and attach the SCHEV “Intent to Discontinue Academic Program” form (form is available at the University Curriculum Committee web site) and provide any additional attachments are required by SCHEV’s instructions.

The following steps are required to receive UMW approval in cases of program actions also requiring state approval:

- A. The proposer downloads the “New_Program_Proposal_State_Action_Required” cover sheet from the UCC website. The form is filled out completely, and any attachments as required are added. Also, the required SCHEV cover sheets and attachments are also completed and provided as a part of the proposal packet. Requirements from SCHEV vary according to the action being requested; see the above list of SCHEV cover sheets and documentation for details.
- B. The proposal moves through whatever procedures are standard for curricular actions within the department. When department approval is secured, the proposal moves to the College Curriculum Committee (CCC). (If the college permits proposals to go directly to the CCC, the departmental review step may be ignored.) The department chair’s name on the UMW proposal cover sheet indicates either department approval of the submission or acknowledgement of the submission in cases where a College allows faculty to submit proposals directly to its CCC.
- C. Prior to submitting the proposal to the CCC, the proposer/department **must** meet with the College Dean for an initial consultation about the proposed new program. This initial consultation step will help to identify and potential problems and will help promote a smooth proposal review process.
- D. Following CCC approval, the CCC chair sends the electronic copy of the course proposal with all attachments to the Dean. **At the same time**, the CCC Chair reports

the curriculum actions approved to the College Faculty Body. The Dean has five (5) class days to approve or reject the curriculum proposal. If the Dean approves, the proposal is returned to the CCC Chair. Once the College faculty Body has accepted the proposal, the CCC Chair sends the proposal to the UCC. If the Dean rejects the proposal, it is returned to the CCC Chair with a written explanation of the reasons why the proposal was not accepted.

- E. If the UCC discovers problems with any program proposal approved by a college, it will identify the problem, return the proposal to the CCC, and request that the problem be addressed before the proposal is reviewed by the UCC. Once the CCC has addressed the issued raised by the UCC, and with the approval of the College Dean, the proposal is returned to the UCC for action.
- H. Once new programs and program changes requiring state action are approved by the UCC, they are reported to the UFC as part of the UCC's regular report to that group. **Simultaneously**, the UCC chair sends the proposal document with all attachments to the Provost. The Provost has five (5) class days to approve or reject the proposal. If the Provost approves, the proposal is returned to the UCC Chair. If the Provost rejects the proposal, it is returned to the UCC Chair with a written explanation of the reasons why the proposal was not accepted.
- F. If approved by the Provost and accepted by the UFC, the proposal cover sheet is updated, and the proposal status at the UCC website is noted as "Approved, Pending Board of Visitors' Review." The Provost, he/she will place the new program proposal on the Board of Visitors' agenda for one of their regularly scheduled meetings occurring during the academic year.
- G. If the Board approves the proposal, the UCC website will be updated to state "Approved by Board of Visitors, Awaiting Final Action by SCHEV." The Provost will submit the program proposal to SCHEV in accordance with their procedures. Once approved by SCHEV, the UCC website will be updated to state "Final Approval from SCHEV Received on [date]," and the proposal is filed in the electronic archive maintained at the UCC website.
- H. Should SCHEV not approve a program proposal that has been approved at all UMW levels, the Provost will convene a meeting with the program proposer, the department chair, the relevant College Dean, the relevant CCC chair, and the UCC chair in order to discuss how to proceed.

ELECTRONIC SUBMISSION OF CURRICULUM PROPOSALS

The entire curriculum review and approval process is managed through the University Curriculum Committee's website, to located at a space on the UMW web site (currently under development). All required cover sheets and instructions for submitting a particular curriculum will be available at that location along with complete instructions for posting documents to the UCC web site after they have been approved at the college level. All required cover sheets will be available as word documents and fillable PDF forms. All attachments will need to be in PDF format, and all pages required for a given proposal will need to be in one PDF document (with the required cover sheet as the first page). A convention for naming proposal files will also be provided at the web site. This web site will be ready to go just as soon as the curriculum approval process document is approved.

UNIVERSITY OF MARY WASHINGTON -- COURSE CHANGE PROPOSAL

Submit this form electronically, beginning with the first required level of review (department or college level). Each level of review passes the form and any attachments to the next level when the action is approved.

Submitted by:	Date Prepared:
Department/Discipline and Course Number:	UCC Tracking Number:
Course Title:	

Type of change (*check all applicable*):

Course Number* _____ Title _____ Credits _____ Description _____ Prerequisites _____ Deletion _____ †

*This course number must be approved by the Office of the Registrar before the proposal is submitted.

Effective Date: FALL Semester, Year _____

Current Catalog Entry	Proposed Catalog Entry

JUSTIFICATION (*including impact on majors, minors, concentrations, and general education courses within the University curriculum; attach additional pages if required*)

TRANSITION PLAN (*describe how will students who are in Catalogs where the course is required for a major be accommodated; attach additional pages if required*)

Approvals

Department Chair _____ **Date:** _____

College Curriculum Chair _____ **Date:** _____

Action Posted on (date) _____ **Comment Period Ended:** _____

If comments require UCC to act on this proposal, date of UCC approval: _____

UNIVERSITY OF MARY WASHINGTON -- NEW COURSE PROPOSAL

Electronically submit this completed form with PDF attachments to the Chair of the College Curriculum Committee.

COLLEGE (check one):	<input type="checkbox"/> Arts and Sciences	<input type="checkbox"/> Business	<input type="checkbox"/> Education
Proposal Submitted By:	Date Prepared:		
Course Title:			
Department/discipline and course number*:	UCC Tracking Number:		

**This course number must be approved by the Office of the Registrar before the proposal is submitted.*

Number of credits proposed:	Prerequisites:		
Will this be a new, repeatable "special topics" course? (Do you want students to be able to take this new course more than once if the topic changes?)			NO
			YES

Date of first offering of this new course: FALL SEMESTER, year	
Proposed frequency of offering of the course:	
List the faculty who will likely teach the course:	
Are ANY new resources required?	NO
	YES
<i>Document in attached impact statement</i>	

This new course will be (check all that apply):			
Required in the major		General Elective	
Elective in the major		General Education**	

***AFTER the new course is approved, a separate proposal must be sent to the General Education Committee.*

Catalog Description:

COURSE HISTORY			
Was this course taught previously as a topics or experimental course?	YES	NO	
Course Number and Title of Previous Course	Semester Offered	Enrollment	

CHECK HERE if the proposed course is to be **equated** with the earlier topics or experimental offerings. This means that students who took the earlier "topics" course will only be able to take the new course if they made a C- grade or lower in the earlier course.

NOTE: If the proposed course has not been previously offered as a topics or experimental course, **explain in the attached rationale statement** why the course should be adopted even though it has not been tried out.

REQUIRED ATTACHMENTS:

1. **Rationale Statement** (Why is this course needed? What purposes will it serve?)
2. **Impact Statement** (Provide details about the Library, space, budget, and technology impacts created by adding this new course. Include supporting statements from the Library, IT Department, etc. as needed.)
3. **Sample Syllabus**

Department Chair Approval: _____

Date: _____

CCC Chair Approval: _____

Date: _____

UCC Chair Approval: _____

Date: _____

UNIVERSITY OF MARY WASHINGTON – PROGRAM CHANGE PROPOSAL

Electronically submit this completed form with attachments to the Chair of the College Curriculum Committee.

COLLEGE (check one):	Arts and Sciences	Business	Education
Proposal Submitted By:	Date Prepared:		
Department /Program:	UCC Tracking Number:		

Note: for any program change entailing the addition any new courses, or revisions to existing courses, separate proposal for those course actions must also be submitted.

PROPOSAL TO CHANGE EXISTING PROGRAM (check one of the following)	
Revise requirements for existing major	
Revise requirements for a concentration within an existing major	
Revise requirements for an existing degree program	
Revise requirements for existing certificate program	
Revise requirements for existing minor	
Implementation Date: FALL semester, year:	

REQUIRED ATTACHMENTS FOR CHANGES TO EXISTING PROGRAMS:

1. **Rationale statement** (Why is this program change needed? What purposes will it serve?)
2. **Impact Statement** (Provide details about the Library, space, budget, technology, and impacts created by this program change. Supporting statements from the Library, IT Department, etc. evaluating the resource impact and feasibility of the program change are required.)
3. **Catalog Copy** (Provide the *existing* Catalog Description **and** the complete statement of the *proposed* new Catalog description that reflects the program changes)

PROPOSAL TO CREATE PROGRAM NOT REQUIRING STATE ACTION (check one of the following)	
New concentration within existing major	Name:
New minor	Name:
New Major but NOT a new degree*	Name:
*Use ONLY for interdisciplinary majors that will be grouped as part of the "Special Majors/General Liberal Arts and Sciences" degree (CIP Code 24.0101) or reported as a BLS degree (CIP Code 24.0199)	
Implementation Date (semester and year):	

REQUIRED ATTACHMENTS FOR NEW PROGRAMS NOT REQUIRING STATE APPROVAL:

1. **Rationale statement** (Why is this additional program needed? What purposes will it serve?)
2. **Impact Statement** (Provide details about the Library, space, budget, technology, and impacts created by this program change. Supporting statements from the Library, IT Department, etc. evaluating the resource impact and feasibility of adding the new program are required.)
3. **Catalog Copy** (Provide the complete Catalog Description for the proposed new program)

Department Chair Approval: _____ **Date:** _____

CCC Chair Approval: _____ **Date:** _____

Dean Approval: _____ **Date:** _____

UCC Chair Approval: _____ **Date:** _____

***Provost Approval:** _____ **Date:** _____

**Required only in cases of proposals for new concentrations, new minors, or new majors that do not involve a new degree*

UNIVERSITY OF MARY WASHINGTON – NEW PROGRAM REQUIRING STATE APPROVAL

Electronically submit this completed form with attachments to the Chair of the College Curriculum Committee.

COLLEGE (check one):	Arts and Sciences	Business	Education
Proposal Submitted By:		Date Prepared:	
Department /Program:			UCC Tracking Number:

Note: for program changes entailing the addition new courses, or revisions to existing courses, submit separate proposals for those course actions.

PROPOSAL TO CREATE PROGRAM REQUIRING STATE ACTION (check one of the following)	
New Degree Program*	Name:
* Use this in cases where the proposal would either: (1) seek to award an undergraduate degree in a major not currently offered, such as a new B.S. degree in Biochemistry; or (2) create a new Master's program.	
New Certificate Program	Name:
Program Title Change	Current Name:
	New Name:
Program merger	Programs to be merged:
	New Name for Merged Program:
Delete existing major, certificate, concentration, or degree program	Name:
Implementation Date – FALL semester, year:	
Note: <i>After proposal for a new degree is approved by the UMW Provost</i> , allow at least nine months from that date for the required SCHEV review. Keep this factor in mind when stating the desired implementation date for starting a new degree program. Other program actions reported to SCHEV also require time for review but will not take as long.	

REQUIRED ATTACHMENTS FOR NEW PROGRAMS REQUIRING STATE APPROVAL:

1. **Rationale statement** (Why is this additional change needed? What purposes will it serve?)
2. **Impact Statement** (Provide details about the Library, space, budget, and technology impacts created by this program change. Supporting statements from the Library, IT Department, etc. evaluating the resource impact and feasibility of adding the new program are required.)
3. **Catalog Copy** (Provide the complete Catalog Description for the proposed new program)
4. **For new degree or certificate programs**, complete and attach SCHEV's "Program Proposal Cover Sheet" and all narratives and documents as required by SCHEV's instructions.
5. **For program title changes**, complete and attach SCHEV's "Format for Revising Academic Programs Cover Sheet" and all narratives and documents as required by SCHEV's instructions.
6. **For program mergers**, complete and attach SCHEV's "Format for Merging Academic Programs Cover Sheet" and all narratives and documents as required by SCHEV's instructions.
7. **For major, minor, and/or certificate deletions**, also complete and attach the SCHEV "Intent to Discontinue Academic Program" form (form is available at the University Curriculum Committee web site) and provide any additional attachments are required by SCHEV's instructions.

All of the forms required by SCHEV, and instructions for completing them, are available at the University Curriculum Committee website.

Department Chair Approval: _____ **Date:** _____

CCC Chair Approval: _____ **Date:** _____

Dean Approval: _____ **Date:** _____

UCC Chair Approval: _____ **Date:** _____

Provost Approval: _____ **Date:** _____