

Note: Submit this form printed on blue.
CURRICULUM AND INSTRUCTION COMMITTEE OF SHEPHERD UNIVERSITY
PROPOSED PROGRAM ADDITION, DELETION, OR CHANGE

School: _____ Department: _____

Program Title:| _____ (28 characters)
Major: ____ Minor: ____ Concentration: ____ Teaching Specialization: ____ General Studies ____
If Comprehensive Major, total number of Upper Level courses required: _____
Contact Person: _____ Telephone: _____

Please explain briefly how the deletion, addition, or change you are proposing may affect a program learning goal (Intended Student Outcomes) established by your department and/or by the program of General Studies:

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_____ This is a **PROGRAM DELETION**.

1) Please give the semester and academic year when students may enter this program for the last time:
Semester: _____ **Year:** 20____ - 20 ____

2) Number of students currently enrolled in this program: _____ Describe arrangements to allow them to complete:

3) Brief justification of program deletion:

4) Contact person for revision of University Catalog: _____ Telephone: _____

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_____ This is a **PROGRAM CHANGE**.

1) Please give the semester and academic year when this change will first become effective.
Semester: _____ **Year:** 20____ B 20 ____

2) Brief description of research or rationale given as justification for this program change (**attach documentation**):

3) Describe arrangements to accommodate students currently pursuing this program:

4) Describe the possible impact of this program change on existing programs in YOUR department:

5) Describe the possible impact of this program change on existing programs in OTHER departments, and how such impact will be accommodated:

6) Describe additional resources (personnel, space, equipment, recruitment materials, etc.) needed for this change:

7) Attach documentation of any commitments of support for this change that have been made by the chief administrative officers of the college and/or outside agencies.

8) Attach a copy of the current catalog format, inserting your proposed changes.

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_____ This is a **PROGRAM ADDITION**.

1) Please give the semester or summer session and academic year when students will first be able to enter this program.
Semester: _____ **Year:** _____

2) Has this program been offered previously? _____ If so, state when and why it was dropped:

3) Brief description of research and rationale which justifies the need for this program (**attach documentation**):

4) Project enrollments for this new program for the first five years it will be offered.

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- 5) Provide a reasonable estimate of the start-up cost for this new program (\$XX per year for XX years), and explain any unusually high or low start-up cost estimate:
- 6) Describe the possible impact of this new program on existing programs in YOUR department:
- 7) Describe the possible impact of this new program on existing programs in OTHER departments, and how such impact will be accommodated:
- 8) Describe additional resources (personnel, space, equipment, recruitment materials, etc.) needed for new program:
- 9) Attach documentation of any commitments of support for this change that have been made by the chief administrative officers of the college and/or outside agencies.
- 10) Attach a description of this program using the current catalog format.

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This proposal was approved by the Department: _____ on _____
(Chair of Department) (Date)

Please attach copy of departmental minutes. Print name: _____
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If proposed change(s) affect(s) the General Studies Program components of more than one School, each School affected must approve such proposals.

This proposal affects more than one school. Yes or No

This proposal was approved by the School: _____ on _____
(Dean or Chair of School's C & I Subcommittee) (Date)

Print name: _____

This proposal was approved by the School: _____ on _____
(Dean or Chair of School's C & I Subcommittee) (Date)

Print name: _____

(Insert signatories of additional Schools as needed.)
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___ This proposal concerns a curriculum that is part of, or may become part of, the Teacher Preparation Program.

Approved by PEUC: _____ on _____
(Chair of PEUC) (Date)

Print name: _____

___ This proposal does not concern a curriculum that is part of, or may become part of, the Teacher Preparation Program.
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___ This proposal is or will become part of the General Studies curriculum and was approved by GSC:

_____ on _____
(Chair of GS Committee) (Date)

Print name: _____
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Submitted by _____ to _____ on _____
(C & I Chair or Faculty Senate President) (Vice President for Academic Affairs) (Date)

Print names: _____

___ This proposal has been presented to and approved by the Shepherd University Board of Governors (**required for all new majors, minors, concentrations**):

_____ on _____
(BOG Approval Certified by VPAA) (BOG Approval Date)

Print name: _____

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____ This proposal has been presented to and approved by the West Virginia Higher Education Policy Council (**required for new majors**):

_____ on _____
(HEPC Approval Certified by VPAA) (HEPC Approval Date)

Print name: _____

Copies to: 1 Department Chair
2 Registrar (*if approved*)
C&IPROG.doc

revised 09/23/2008