

Form to Propose New or Change Academic Programs

Type of program (check one): Major <input type="checkbox"/> Minor <input type="checkbox"/> Concentration <input type="checkbox"/> Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Other (specify) <input type="checkbox"/> _____	
New program/curriculum? <input type="checkbox"/>	Revision of existing program/curriculum? <input type="checkbox"/>
Suspension of existing program/curriculum? <input type="checkbox"/>	Termination of existing program/curriculum? <input type="checkbox"/>
Department(s) or Program offering this proposal:	
Audience of program (check one or more): Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Non-degree <input type="checkbox"/> Non-credit <input type="checkbox"/>	
Modality (check one): On-Campus <input type="checkbox"/> Other Location <input type="checkbox"/> 100% Online <input type="checkbox"/> Hybrid <input type="checkbox"/>	
Budget Model (check one): Entrepreneurial Program <input type="checkbox"/> Traditional University Program <input type="checkbox"/>	
Title and Formal Catalog Description of Program:	
Effective Date Program Begins, Suspends or Terminates (semester and year):	
Instructions: <u>Minor Changes</u> (e.g. adding or deleting required courses from the program): Attach an explanation of the change and secure all required signatures under “Minor Changes” on the following page. <u>Terminated or Suspended Programs</u> : Attach an explanation of why the program is being terminated or suspended including the number of affected students and associated teach out plans. In addition, provide details of impacted staff and how their responsibilities are being reassigned as well as associated faculty and any anticipated impact on their load. Also provide a list of affected courses by college and department. Secure all required signatures under “Terminated or Suspended Programs” on the following page. <u>New or Substantially Revised Programs</u> : Follow the directions for steps one through three on the third page. <i>Note: If the creation of new courses, or modification of old courses, is required to implement a new or modified program, please use the Changes to Course in the Course Catalog form, either in conjunction with this form or subsequent to the approval of the new or modified program.</i>	

REQUIRED SIGNATURES

By signing below, the individual indicates that his/her office has been consulted and has no material reservation about their willingness and ability to support the proposal.

STEP 1 APPROVALS, MINOR CHANGES AND TERMINATED OR SUSPENDED PROGRAMS:

#1 Department Chair: _____ Date: _____

#2 Cooperating Department Chair*: _____ Date: _____

#3 College Dean: _____ Date: _____

#4 Cooperating College Dean*: _____ Date: _____

#5 Associate Vice Provost, Fin & Admin: _____ Date: _____

#6 Vice Provost for Academics: _____ Date: _____

STEP 2 ADVISORY COUNCIL:

This meeting has been scheduled by the Vice Provost for Academics on: _____

at: _____ in room: _____

If you have any questions, please contact the Office of the Provost at 610-519-4525.

STEP 3 FINAL APPROVALS FOR NEW OR SUBSTANTIALLY REVISED PROGRAMS:

#1 Department Chair: _____ Date: _____

#2 Cooperating Department Chair*: _____ Date: _____

#3 College Dean: _____ Date: _____

#4 Cooperating College Dean*: _____ Date: _____

#5 Additional Signatures (as noted):

Bursar

Registrar

Financial Aid

UNIT

Library

Other:

Other:

Other:

Other:

#6 Associate Vice Provost, Fin & Admin: _____ Date: _____

#7 Vice Provost for Academics: _____ Date: _____

**If there is more than one cooperating department chair or college dean, please attach additional signatures in an appendix.*