**UNIVERSITY OF MARY WASHINGTON – PROGRAM CHANGE PROPOSAL**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| COLLEGE (check one): | **Arts and Sciences** |  | **Business** |  | **Education** |  |
| Proposal Submitted By: | Date Prepared: |
| Department /Program: |  |

1. *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.* If the proposal involves changes in course credit hours as a part of the program change, “Change\_Course\_Credits” proposal forms for each course with revised credit hours must also be submitted.

|  |
| --- |
| **PROPOSAL TO CHANGE EXISTING PROGRAM** (check **no than** **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:** |  |

|  |
| --- |
| **PROPOSAL TO CREATE NEW PROGRAM** ***NOT*** **REQUIRING STATE ACTION** (check no more that **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 ALL PROPOSALS FOR PROGRAM CHANGE OR 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.) If the proposal involves changes in course credit hours as a part of the program change, “Change\_Course\_Credits” proposal forms for each course with revised credit hours must also be submitted.
3. **Catalog Copy** (Provide the complete Catalog Description for the proposed new program)
4. **Any change that impacts another Department must have a written statement (such as a copy of an email) from the Chair(s) agreeing to the change.**

**Department Chair Approval\*:** **Date:**

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

**Dean Approval:** **Date:**

**\*COB and COE proposals approved by the Associate Dean.**

***BEFORE* consideration by the UCC, the proposal must be approved the three levels noted above. Approval by the UCC, UFC, and Provost\*\* are noted on the proposal “status history” at the UCC web site.**

*\*\*Provost approval is required in cases of proposals for new concentrations, new minors, new majors that do not involve a new degree, or program changes involving changes to credit hours of courses in the program’s requirements.*