

## TABLE OF CONTENTS FOR PROGRAM PROPOSALS

### 1. *Approval Action Sheet*

### 2. *Program Information*

- Complete all of the listed fields in this portion of the proposal form.

### 3. *Description of the current program(s)*

- Describe in appropriate detail the characteristics of the existing program
- Include a description of the current or previous scope or purpose of the program
- Include a description or list of the current or previous student learning outcomes of the program
- Bring attention to aspects of the current program that will be changed

\* Please visit the [PASSHE website](#) for resources to help determine program need.

### 4. *Description of Reorganized Program*

- Describe in appropriate detail the characteristics of the proposed program
- Include a description of the proposed scope or purpose of the program
- Include a description or list of the proposed student learning outcomes
- Explain how the student learning outcomes support the Department goals, as outlined in the most recent Academic Program Review—be specific.
- Bring attention to aspects of the proposed curriculum that differ from the current program as it pertains to purpose and student learning outcomes
- Identity the number of required credits that will be required for the proposed curriculum\*
- List and describe the elective course selections that are permitted in the proposed curriculum; list and name the encompassing categories and courses that satisfy the elective categories
- List the courses and total number of upper-level credits that are required in the proposed curriculum
- Curriculum overview, Degree requirements, and Academic Map
- Program structure/administration
- Number of upper-level (300 and/or 400) courses required for the major
- Number of WAIG designated courses required for the major

\*Note - The Curriculum must be in compliance with relevant BOG Policies and PASSHE System Standards

- [BOG Policy 1990-06-A: Academic Degrees](#)
- [Procedure/Standards for BOG Policy 1990-06-A: Academic Degrees](#)
- [BOG Policy 1993-01: General Education](#)
- Cheyney University Academic Affairs Academic Minor Policy AA 2004-2005 001

**5. *Program Requirements***

- Program Entrance Requirements and if applicable, progression requirements i.e. Education.
- List the graduation requirements that must be satisfied
- Include any notes or messages that would benefit from inclusion on the proposed curriculum worksheet
- List the total number of intensive designations that students are likely to have to satisfy outside of the proposed major curriculum
- Minimum GPA for the major

**6. *Rationale for Reorganization***

- Please list the motivating factors leading to the decision to reorganize and if applicable, reinstate this program.
- Provide empirical evidence of the viability of the proposed curriculum

**7. *Evidence of Departmental Approval***

- Provide verifiable evidence of departmental evaluation and approval
- Acceptable forms of departmental evidence include but are not limited to the following:
  - Department Minutes
  - Evidence of an Electronic Vote (i.e., Distribution email and Sharing the Results)

# APPROVAL PAGE FOR REORGANIZATION

## Academic Affairs Council Reorganization Proposal Form

### Submission Information

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<u>UCC Item Number:</u>	
<u>School:</u>	
<u>Department:</u>	
<u>Department Approval Date:</u>	
<u>UCC Submission Date:</u>	
<u>UCC Approval Date:</u>	

### Curriculum Information

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<u>Type of Proposal:</u>	
<u>Degree Program:</u>	
<u>Type of Proposal:</u>	

### Rationale Information

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Rationale for approval of this request; include any changes in assessment pertinent to the proposed change in this program:

(Text)

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<u>Date Received from the AAC:</u>	
<u>AAC Approval Date:</u>	
<u>Curriculum CIP Code:</u>	



# Reorganization

Major, Concentration, Minor, Certificate, and Letter of Completion Active or Moratorium



PROGRAM INFORMATION					
University	Select from list	Effective Date <a href="#">Click here to enter a date.</a>			
Program Type	Choose an item.	Delivery Mode		Choose an item.	
Program Name				Award	
Department Submitting					
School:					
Current CIP Code		Proposed CIP Code		Number of Credits	
If Concentration, what is the major					
DESCRIPTION OF THE CURRENT PROGRAM(S)					
Please provide a brief description of the program to include purpose and student learning outcomes for the program.					
DESCRIPTION OF REORGANIZED PROGRAM					
Please provide a brief description of the program to include purpose and student learning outcomes for the program.					

**PROGRAM REQUIREMENTS**

Please list the requirements of the program to include course numbers, titles, descriptions, and credits. If a minor, indicated which courses are advanced standing as it is not always inherent in course numbers.

**RATIONALE FOR REORGANIZATION**

Please list the motivating factors leading to the decision to reorganize and if applicable, reinstate this program.