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**CURRICULUM AND INSTRUCTION COMMITTEE OF SHEPHERD UNIVERSITY**

**PROPOSED PROGRAM ADDITION, DELETION, OR CHANGE**

<table>
<thead>
<tr>
<th>School:</th>
<th>Department or Equivalent Body:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Title:</td>
<td>(28 characters)</td>
</tr>
<tr>
<td>Major:</td>
<td>Minor:</td>
</tr>
<tr>
<td>Concentration:</td>
<td>Teaching Specialization:</td>
</tr>
<tr>
<td>General Studies</td>
<td></td>
</tr>
<tr>
<td>If Comprehensive Major, total number of Upper Level courses required:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

**Program Learning Goal (Please explain briefly how a Program Learning Goal or Intended Student Outcome established by your department will be addressed by this proposal):**

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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: 2__ - 2__

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, how such impact will be accommodated, and whether those departments are willing to support the change (please provide below written approval from department chair(s) servicing the program change):

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, how such impact will be accommodated, and whether those departments are willing to support the addition (please provide below written approval from department chair(s) servicing the new program):

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.

This proposal was approved by the Department or Equivalent Body: _____________________________

(Chair, Director, or Coordinator) (Date)

Print name: _______________________________

Please attach copy of minutes where proposal was approved.

This proposal affects more than one school. Yes ☐ or No ☐ If so, how?

This proposal was approved by the School: _____________________________ on ________________

(Dean) (Date)

Print name: _______________________________

Please attach documentation of school-level approval.

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.

Submitted for approval 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):

(BOG Approval Certified by VPAA) on ________________

(BOG Approval Date)

Print name: _______________________________

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

(HEPC Approval Certified by VPAA) on ________________

(HEPC Approval Date)

Print name: _______________________________

Copies to: 1 Department Chair, Director, or Coordinator

2 Registrar (if approved) revised 11/10/14 C&IPROG.doc
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Add catalog changes (in red) here and all supporting data including department and school minutes and approvals from chairs of other departments servicing the program.