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| --- | --- |
|  | Revised 10/21/2024 |

**Program/Certificate Proposal or Change Form**

*Note: The boxes in this form will expand. Please do not limit your proposal text due to space restriction.*

This form is designed to provide key stakeholders in the SEHD with an opportunity to provide feedback on new and revised offerings. It is designed to be collaborative and provide programs with feedback throughout the launch processes. The role of the SEM Team is to facilitate the administrative processes involved with launching new programming.

Step 1: Complete Step 1 of the form and submit it to Sandy. The proposal will be presented by the initiating program at the next Program Leader’s meeting for approval by the faculty to move forward. If proceeding, the Faculty/Program fills out the remaining sections of the form in its entirety providing as much detail as needed for clear understanding and submits to Sandy.

Step 2: Assessment and Program Improvement plan.

Step 3: Student Information, including admission, advising, and requirements.

Step 4: Marketing and Recruitment Planning.

Step 5: Code is requested for application and student tracking.

Step 6: Application is open for students and proposal is live.

**Step 1: Please fill in the requested information.**

General Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Program | | Email |
| Faculty member making request |  |  | |  |
| Date of Submission: | | | Effective Term\*\*: | |
| \*\*Per the Registrar’s Office, new programs and/or changes begin in the **fall term only**. | | | | |
|  | | |  | |

Is this an Undergraduate or Graduate proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a NEW program or a CHANGE to a current program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programs must provide a Market Intelligence report to support the proposal.

What are the results of the Market Intelligence Report? What is the need for this offering?

Please reach out to Julia Cummings if you have any questions about the Market Intelligence report.

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicate Requested Action [X]** | | **Create** | **Change** |
| Microcredential | |  |  |
| Certificate | |  |  |
| Concentration | |  |  |
| Endorsement/License | |  |  |
| Major | |  |  |
| Minor | |  |  |
| Degree (requires Regent approval) | |  |  |
| Modify program delivery (online/f2f) | |  |  |
| Other: | |  |  |
| **If New, provide the following information:** | | | | |
| DRAFT Name of new offering  (30-character limit) |  | | | |
| Applicable Degree (s) |  | | | |
| Total Credit Hours (min/max) |  | | | |
| Format: Online, hybrid, f2f, Remote, etc. |  | | | |
| If a **Partnership program**, please provide this information | * Name of program * Career Level of Program (UG, MA, Doctoral) * Will 50% or more of the program be completed at the partnership location * Name of Location | | | |

**Proposal Components**:

|  |  |
| --- | --- |
| Program description and title, any unique features. |  |
| How does the program fit with the University’s and SEHD’s Vision, Values, Mission & Goals and/or strategic plan? |  |
| What is the relationship between other programs (synergy or overlap)? Have closely related programs been consulted? |  |
| Courses associated with the proposal (list new and current courses and when offered)  All new courses need to go through the curriculum committee process after the program is approved. |  |

**PROGRAM LEADERS’ COMMENTS:**

**PROCEED \_\_\_ DO NOT PROCEED \_\_\_**

**Step 2: Academic Assessment**

Review with the SEHD Assessment Office who will facilitate university approval through the CU Office of Assessment. Use the template found here for [credit-bearing certificates](https://wiki.cu.studio/_media/documents/hlc_assessment_plan_and_report_guide_for_credit-bearing_certificates.doc) and here for [degrees and concentrations](https://wiki.cu.studio/_media/documents/hlc_assessment_plan_and_report_guide_8_8_23.docx). Once approved, the assessment office notifies the Curriculum Manager to request a code. (see step 5)

Proposal moves to step 3.

**Step 3: Student Information and Academic Services**

Complete with Academic Advisor and/or Asst. Dean for Student Success & Enrollment Management

|  |  |
| --- | --- |
| Admission criteria and application requirements. What term(s) will students be admitted? |  |
| Degree/Program plan and course rotation: requirements to complete the degree/certificate, etc. Include final project, thesis, etc. Handbook information. |  |

**Proposal moves to step 4.**

**Step 4: Marketing and Recruitment Planning**

**Meeting with Director of Marketing and Director of Recruitment & Outreach**

|  |  |
| --- | --- |
| **Target Audience** |  |
| **Collateral** |  |
| **Website Updated** |  |
| **Recruitment Activities** |  |

Proposal moves to step 5.

**Step 5: Code Request**

The Curriculum Manager requests code and informs SEM Team when code is live.

|  |  |
| --- | --- |
| Code requested and date of request. |  |

Proposal moves to step 6.

**Step 6: Application Opened**

The program is LIVE.

|  |  |
| --- | --- |
| Application: launch with new code to open 1st term to be offered. |  |

**Programs will be informed when their offering is ‘live.’**