

Request for New Program

Proposed program name	_____		
Type of program	<input type="checkbox"/> Major <input type="checkbox"/> Emphasis		<input type="checkbox"/> Minor <input type="checkbox"/> Certification
Need for Impact Analyses <small>(Provide required analyses for IT or Library if "yes" is indicated; if yes, provide required analyses)</small>	Significant Impact on IT? Y/N _____	Significant Impact on Library? Y/N _____	Inst. Effectiveness SLO and program assessments _____
Degree to be awarded	_____		
Proposed starting term	_____		

Approval Signatures

Department Chair _____ Date _____

Curriculum Committee* _____ Date _____

VPAA* _____ Date _____

Distribution List:

Registrar

IR

ALO

Common Drive

Supporting Information

Name of primary faculty contact	
Requesting department(s)	
Date submitted	
Description of proposed program	
Rationale for new program	
Effect on students within the department	
Effect on other students	
Effect on faculty teaching loads	
In consideration of the WSCUC <i>Policy on Substantive Change</i> , has the HNU ALO to WSCUC developed/approved a notification &/or prospectus?	

Additional Information

To complete this form, please attach additional pages which provide the following information:

1. A list of all courses in the proposed major. Indicate whether courses fulfill core curriculum, major program, or elective requirements. Also indicate which courses are not currently offered at HNU.
2. Identify any additional program requirements such as internships, summer coursework, unusual class schedules, etc.
3. Outline the projected enrollment in the proposed program for the first four years of offering. What data was used to arrive at the projections?
4. Identify projected faculty, facilities, and equipment needs for initiating the proposed program.
5. If library or IT impact analyses are required, attach them; additionally, attach an e-mail or other communication from Institutional Effectiveness acknowledging programmatic development of assessment.
6. Note that new programs and majors will typically require approval by the President, Board of Trustees, and WSCUC if necessary.
7. Program costs, including budget. Remember to get feedback from Enrollment Management about

interest/demand. (Focus groups, surveys, consulting reports.) Market analysis.

8. CIP code must also be on proposal.