

CURRICULUM PROPOSAL GUIDELINES

- A. **CURRICULUM PROPOSAL FORM:** Use this form for changes to a single program (degree, major, concentration, teaching specialization, minor, certificate) such as:
1. Adding existing or new course(s) to the program. **If adding a brand-new course, or changing the credit hours of a course, complete a separate course proposal form and attach to this proposal.**
 2. Removing courses from the program
 3. Changes in requirements for majors, minors, concentrations, certificates.
 4. Adding a concentration and using existing courses at Fairmont State.
 5. Changes to program credit hours.
 6. Modifying a program description.
 7. Other substantive curriculum changes.
- B. **APPROVAL STEPS**
- College Dean
 - Curriculum Committee
 - Faculty Senate
- C. **DEPARTMENT REVIEW OF PROPOSALS:** Submitted proposals must have been carefully reviewed by the department as well as affected departments where applicable.
- D. **PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE:**
Proposals originating from the academic department are to be submitted electronically to the Provost's Office/Associate Provost by the Dean or Chair on behalf of the department.
- E. **SUPPORT FROM DEANS OF AFFECTED DEPARTMENTS:** Letters or emails of support must be included for any new or revised course that impacts another college, department, or program.
- F. **SUBMISSION DEADLINE:** Proposals may be submitted throughout the year, but *they must be received no later than **November 15** if they require action for implementation for the following academic year.* Proposals received after the deadline may not be acted on in time for implementation the next academic year.
- G. **CURRICULUM COMMITTEE MEETINGS:** The Curriculum Committee meets on the fourth Tuesday of each month. Proposals submitted to the Provost's Office/Associate Provost on or before the second Tuesday of the month will be on that month's agenda.



CURRICULUM PROPOSAL

Prepare proposal in accordance with the guidelines below and the format shown on the following pages. Should any item under the headings not pertain to your proposal, write N/A.

PROPOSAL NUMBER:

REVISION (label Revision #1, #2, etc.):

SECTION 1: CONTACT INFORMATION

Name:	
Title:	
E-mail Address:	
Phone Number:	

SECTION 2: PROGRAM INFORMATION

College:	
Department:	
Name of Program	
Degree Program Level:	
Date Originally Submitted:	
Implementation Date Requested:	

APPROVAL

The Deans of the affected colleges must sign below to indicate their notification and departmental approval of this proposal. Letters or emails of support must be included for any curriculum change, new or revised course that impacts another college, department, or program.

By signing below, you are indicating your college and department(s)'s approval of this proposal.

College	Dean's Signature

ADDITIONAL COMMENTS:

SECTION 3: Curriculum Change Request

A. PROPOSAL ABSTRACT.

Write a brief abstract, not exceeding 150 words, describing proposed changes.

B. DESCRIPTION OF THE PROPOSAL

1. Full Program Name:	
2. Current number of credit hours required for the program:	
3. Is the program changing the number of credit hours required for the program?	Yes ☐ No ☐
4. How many credit hours will be added to the program?	
5. How many credit hours will be removed from the program?	

6. **Added Course(s)** (If applicable): List the course(s) to be added to program (if applicable). Indicate whether the course is an existing course or will be a proposed new course.

7. **Removed Courses (if applicable)**: List course(s) to be deleted from the program (if applicable). Indicate the term in which the course will no longer be available for students to take and the catalog in which students will not have the option to take the course.

8. **Teach-out Arrangement**: If a required course will be deleted from the program, how will you accommodate current students in the program to complete the required course?

- ☐ Courses will continue of be offered for students to complete program under previous catalog. (Typical)
- ☐ Students must transition to new catalog and meet all requirements. (Student advising required)
- ☐ Students in old catalog will take new or existing courses as outlined below. (Student advising required)
- ☐ Department will petition course changes for each student. (Not recommended)

☐ Change is only editorial and will not impact student progress.

C. CHANGE IN PROGRAM DESCRIPTION (if applicable)

1. Current Program Description
2. Proposed Program Description

D. RATIONALE

1. What is the rationale for this change?
☐ Annual assessment results ☐ Program review ☐ Program accreditation ☐ College or Department strategic plan ☐ To align with University policy or standard ☐ Other
2. Description of the Rationale. Briefly describe the evidence that supports changing the program's curriculum. For example, indicate the types of assessment data (e.g., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc.) collected and analyzed to determine that curricular changes were warranted. Is it due to market trends? Does it reflect changes in the discipline? What are the expected results of the change?

E. RESOURCES

1. Will new faculty or staff be needed to support the program change? If no new faculty are required and the revision is adding classes or substituting courses, identify how current faculty will meet the demand.
2. Will new facilities, equipment, space modification, and/or library materials/services be needed to support the program change? Provide an estimate of the increased cost, or reduction in cost of implementation (if applicable).

F. PROGRAM CHANGE SUMMARY

- A. **APPENDIX A:** For degree programs, majors, and concentrations (only), use the format in Appendix A to show the Current Program and Proposed Changes.
- B. For changes to minors and certificates, please attach a document showing the current program and proposed changes. You do not need to complete Appendix A for minors and certificates.

APPENDIX A B.. Degree in Current Program

[NOTE: For current program requirements, you can copy paste your program information from the [Digital Catalog](https://catalog.fairmontstate.edu/index.php?catoid=23) below. Program information can be found here <https://catalog.fairmontstate.edu/index.php?catoid=23>]

Degree Requirements

Core Curriculum Courses		
If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. 		
Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105 SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	4-5

Social Science	BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100	3
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	Global Awareness: FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 Fitness & Wellness: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 Technology: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3

Required Major Courses (Credit Hours)		
Course Prefix & Number	Course Name	Credit Hours

Major Elective Courses (Credit Hours) – IF APPLICABLE [Electives are selected from a specific major or program]		
Course Prefix & Number	Course Name	Credit Hours

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Concentration Courses (Credit Hours) – IF APPLICABLE

[A concentration is a focused curriculum within an approved major; adds a specialization within a major area of study. Undergraduate concentrations comprise 12-18 credits; Graduate concentrations comprise 6-15 credits. Concentrations associated with certification or licensure requirements may exceed the credit limit.

Course Prefix & Number	Course Name	Credit Hours

Total Core Curriculum Credit Hours:	
Total Required Major Courses Credit Hours:	
Total Required Concentration Credit Hours:	
Total Elective Credit Hours (If applicable):	
Total Free Electives Credit Hours:	
TOTAL CREDIT HOURS	

**B. Degree in
Proposed Program**

Degree Requirements

Core Curriculum Courses If a core curriculum course is also listed as a required major course, place an X in the 'credits' column. 		
Core Area	Course Prefix and Number	Credit Hours
First Year Seminar	SOAR 1199, HONR 1100, BSBA 1100, NURS 1025	1-3
Written Communication	ENGL 1101, ENG 1102, ENG 1103	6-7
Oral Communication	COMM 2200, COMM 2201, or COMM 2202	3
Mathematics	MATH 1407, MATH 1507, MATH 1510, MATH 1430, MATH 1530, MATH 1540, MATH 1585, MATH 2501	3-4
Humanities	ENGL 2220, ENGL 2221, ENGL 2240, FOLK 2200, HIST 2211, HIST 2212, HIST 2213, PHIL 2200, PHIL 2250, PHIL 2275	3
Fine Arts	ART 1120, ART 1141, MUSI 1106, MUSI 1120, MUSI 1167, MUSI 1168, MUSI 1169, MUSI 2247, MUSI 2277, MUSI 2279, THEA 1120	2-3
Natural Science	BIOL 1104, BIOL 1105, BIOL 1106, BIOL 1180 & 1181, CHEM 1101, CHEM 1105, GEOL 1101, GEOL 1102, PHYS 1101, PHYS 1105, SCIE 1100, SCIE 1103, SCIE 1105 SCIE 1107, SCIE 1115, SCIE 1120, SCIE 1130, SCIE 1210, SCIE 1250, SCIE 2200	4-5
Social Science	BSBA 2200, BSBA 2211, CRIM 1100, CRIM 2202, GEOG 2210, MANG 2205, POLI 2200, PSYC 1101, SOCY 1110, SOCY 2205, TECH 1100	3
Citizenship	HIST 1107, HIST 1108, POLI 1100, RECR 1141	3
Personal Development	Global Awareness: FREN 2202, SPAN 2202, LANG 1110, POLI 2210, POLI 2220 Fitness & Wellness: CRIM 2212, CHEP 1100, CHEP 1110, HLTA 1100, HLTA 2203, NUTR 1110, PHED 1100 Technology: ART 2245, BISM 1200, CIVL 2210, EDUC 2201, MATH 1550, MANF 2250, MUSM 1100, TECH 1101	2-3

Concentration Courses (Credit Hours) – IF APPLICABLE [A concentration is a focused curriculum within an approved major; adds a specialization within a major area of study. Undergraduate concentrations comprise 12-18 credits; Graduate concentrations comprise 6-15 credits. Concentrations associated with certification or licensure requirements may exceed the credit limit.]		
Course Prefix & Number	Course Name	Credit Hours

Total Core Curriculum Credit Hours	
Total Required Major Courses Credit Hours	
Total Required Concentration Credit Hours (if applicable)	
Total Elective Credit Hours (if applicable)	
Total Free Electives Credit Hours (if applicable)	
TOTAL CREDIT HOURS	