

CURRICULUM REVISION PROPOSAL GUIDELINES

- A. **CURRICULUM CHANGE FORM:** Use this form for substantive changes to a single program (degree, concentration, teaching specialization, certificate). Substantive changes include:
1. Adding existing or new course(s) to the program. If adding a brand-new course, complete a separate new course proposal form and attach to this proposal.
 2. Changes in requirements for degree programs, concentrations or certificates.
 3. Adding a concentration and using existing courses at Fairmont State.
 4. Changes to program credit hours.
 5. Other substantive curriculum changes.
- B. **APPROVAL STEPS**
- College Dean
 - Graduate Council
- C. **PROGRAM REVIEW OF PROPOSALS:** Submitted proposals must have been carefully reviewed by the program as well as affected programs where applicable.
- D. **PROPOSAL SUBMISSION BY THE DEAN OR CHAIR TO GRADUATE AND PROFESSIONAL STUDIES OFFICE:** Proposals originating from the academic unit are to be submitted electronically to the Dean of Graduate and Professional Studies by the Dean or Chair on behalf of the department.
- E. **PROPOSAL SUBMISSION DATE:** Proposals may be submitted throughout the year, but *they must be received no later than **March 1** 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.
- F. **GRADUATE COUNCIL MEETINGS:** The Graduate Council meets monthly. Proposals submitted to the Dean of Graduate and Professional Studies on or before the first day of the month will be on that month's agenda.



**FAIRMONT STATE
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Office of Graduate and
Professional Studies

CURRICULUM CHANGE 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:	
Program:	
Title of Degree Program/Certificate:	
Degree Program Level:	Graduate
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. Should this proposal affect any course or program in another college, a memo must be sent to the Dean of each college impacted and a copy of the memo(s) must be included with this proposal.

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 <input type="checkbox"/> No <input type="checkbox"/>
4. How many credit hours will be added to the program?	
5. How many credit hours will be deleted 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. **NEW COURSE PROPOSAL REQUIRED FOR NEW COURSES.**

7. **Deleted 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?
<ul style="list-style-type: none"> <input type="checkbox"/> Annual assessment results <input type="checkbox"/> Program review <input type="checkbox"/> Program accreditation <input type="checkbox"/> College or Department strategic plan <input type="checkbox"/> To align with University policy or standard <input type="checkbox"/> Other Please Explain:
2. Description of the Rationale. 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, 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 and concentrations (only), use the format in Appendix A to show the Current Program and Proposed Changes.
- B. For changes to 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 M._. Degree in _____ Current Program

[NOTE: For current program requirements, you can copy paste your program information from the [Digital Catalog](https://www.fairmontstate.edu/student-services/registrar/academic-catalogs.aspx) below. Program information can be found here [\[https://www.fairmontstate.edu/student-services/registrar/academic-catalogs.aspx\]](https://www.fairmontstate.edu/student-services/registrar/academic-catalogs.aspx)

Degree Requirements

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

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

Concentration Courses (___ Credit Hours) – IF APPLICABLE [A concentration is a focused curriculum within an approved program; adds a specialization within an area of study. 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 Required Courses Credit Hours:	
Total Required Concentration Credit Hours:	
Total Elective Credit Hours (If applicable):	
TOTAL CREDIT HOURS	

M. Degree in _____
Proposed Program

Degree Requirements

[illegible][illegible]

Concentration Courses (XX Credit Hours) – IF APPLICABLE

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

Course Prefix & Number	Course Name	Credit Hours

Total Required Courses Credit Hours	
Total Required Concentration Credit Hours (if applicable)	
Total Elective Credit Hours (if applicable)	
TOTAL CREDIT HOURS	