Tracking Number:

## Academic Affairs

## Academic Program Proposal Request Form

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| **Program Name:** |   | **CIP Code:** |       |
| **Date Submitted:**       | **\*Term Effective:** |       | **Budget Code:** |       |
| **Division:**       |  |
| [ ]  **New Program**[ ]  **New Major**[ ]  **Revision** |  | **Division Faculty Consensus:****[ ]**  **Yes****[ ]**  **No** **Date**       | **Division Dean:****[ ]**  **In Favor****[ ]**  **Opposed** **Date**       |

1. **Attach the following:** (Contact VP for Academics for OBR forms)
* **ODHE New Degree proposal Document – Required for New programs**
* **ODHE Approval of Technical majors Form – Required for New majors**
* **Course proposal form for each new course or revised course in the program.**
* **Include a copy of the state TAG criteria, if appropriate.**
1. **Provide a brief overview of the request.**
2. **Provide the rationale/reasons for the new or revised program. *Include pertinent plan/report to support the new course or course change.***
3. **Summarize the new program or the program revisions.**
4. **List the program learning outcomes:**
5. **Identify the Standard Occupational Classification(s) that students will prepare for in the program.** The classification codes can be obtained at the O\*Net website using the Education crosswalk with the CIP code. (www.onetonline.org/crosswalk/)
6. **Projected Costs: (Include a brief description of how the division plans to meet space, equipment, supplies, lab/library and staff needs if applicable). Attach OBR form.**
7. **Funding Sources:**
8. **Unit/persons affected outside division – finding and reactions: (Include the impact of this course on other programs/technologies and identify other similar courses already being offered.)**

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| **Academic Affairs Comments**:[ ]  Approved Program – Submit to Faculty Council for Action, Administrative & Staff Council for Information Date:      [ ]  Non-support of proposal – return to division for development Date:       | **Faculty Council**:[ ]  Approved Program – Date:      [ ]  Non-support of proposal – return to Academic Affairs Date:       |
| **Vice President of Academics Comments**:[ ]  Approved Program Date:      [ ]  Non-support of proposal – return to Faculty Council Date:       | **Administrative Council Comments**:Date Reviewed:       |
| **Staff Council Comments**:Date Reviewed:       | **President Comments:**Date Approved:       |
| [ ]  **Board Approval (Required for new programs) Date**      [ ]  **Entered into DegreeWorks**[ ]  **WIET/MITC updated**[ ]  **AcademyOne updated** | **Date Submitted to ODHE**       |

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| **Program Curriculum** |  | **Date:** |  |

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| **Time period** | **Curriculum component****Course Name/Number** | **Credit hours** | **Technical / Major** | **General Education/****Basic** | **Elective** | **OTM, TAG or CT2** | **New or Existing Course** |
| **Yr 1, Fall** | *BIO 145: Biology* | **4** |  | **4** |  | **OTM** | **Existing** |
|  | *BUS150: Intro to Management* |  |  |  |  |  |  |
|  | *PSY100: Intro to Psychology* |  |  |  |  |  |  |
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|  | **TOTALS** |  |  |  |  |  |  |