**WVU at Parkersburg**

**PROGRAM – Form to Add or Modify a Program**

**Change ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_**The portal system will automatically provide an ID number when you initiate a new proposal. Please write that number in the blank so you can edit the proposal later.

**Step #1: Create Course-Related Curricular Change Proposal**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Originator Information** | **Please type your response here:** All fields are required. | | | | | | |
| Name: |  | | | | | | |
| Email: |  | | | | | | |
| Division: |  | | | | | | |
| Phone: |  | | | | | | |
| **General Information:** | | | | | | | |
| Course-Related: Select one: | New Program | Modify Program | | Terminate Program | | Suspend Program | |
| Semester for the requested change to become effective? | Spring Semester Year \_\_\_\_ | | Summer Term Year \_\_\_\_ | | Fall Semester Year \_\_\_\_\_ | | |
| Program Title (not to exceed 30 characters) |  | | | | | | |
| **Rationale for Change:**  **Program Modification:** Briefly explain what changes are being made to the program and why.  **New Program:** Briefly describe why this proposal is being requested and the benefit to WVU at Parkersburg. (1000 character maximum)  If additional information is required, please upload a statement of rationale below. | | | | | | | |
|  | | | | | | | |
| **Course List for the Program:**  **New Program:** Please upload the Academic Map for the new program.  **Program Modification:** Please upload the Academic Map for the program with changes highlighted. | | | | | | | |
| **Estimate of Potential Student Enrollment:** | | | | | | | |
| **New Program:**  **Needs Assessment** Required | * Please attach the Needs Assessment documentation that follows required process in WVCTC and WV HEPC [Series 11](https://www.wvhepc.org/resources/Series_11_62411.pdf). * Attach Chancellor Approval indicating that the Intent to Plan was successfully completed. * Template for Needs Assessment is available from the Senior Academic Vice President’s Office. | | | | | | |
| Is this program designed for a specific target population? | Yes. Please explain. (60 characters max) | | | | | | No. |
| Is this program intended to expand any program offered by the college? | Yes. Please explain. (60 characters max) | | | | | | No. |
| Will this program, when completed, offer students opportunities for immediate employment? | Yes. Please explain (60 characters max.) Feel free to upload a Statement of Employment to further explain the employment opportunities available to graduates. | | | | | | No. |
| Will this program enable students to pursue an advanced degree? | Yes. Please explain. (60 characters max.) Attach additional information for articulation agreements and letters of support from other institutions that might be impacted by this program. | | | | | | No. |
| **Potential Costs and Fees**: | | | | | | | |
| Will a student fee be required? | Yes:  Amount? $\_\_\_\_\_\_\_  Explain how the fee will be administered and upload documentation demonstrating approval by Division Chair, Senior Academic VP. | | | | No. | | |
| Will additional faculty be required? | Yes.  Total number of additional faculty required.  Explain how the fee will be administered and upload documentation demonstrating approval by Division Chair, Senior Academic VP. | | | | No. | | |
| Will this program require new equipment or multimedia resources? | Yes. Describe the resources and funding. Upload documentation providing evidence that approvals have been completed for all purchases anticipated. | | | | No. | | |
| Does this program have special classroom requirements, such as a smart classroom, which are currently available at WVU at Parkersburg? | Yes. Identify the resources that are available currently and provide documentation for approval of the use of the classroom or other space. | | | | No.  Include documentation to demonstrate how the classroom needs will be met by the new program and approval by the Division Chair, Senior Academic VP | | |

***Upload a Copy of Required Documentation***

**Choose Your File(s) To Upload:**  (.pdf., doc., docx only)

* Academic Map (highlighted with changes for program modifications).
* Catalog description for the new or modified program.
* Overview of new courses to be added as part of the new program. Include Uniform Course Syllabi for all new courses being added as part of the new program. (Note: You must complete a separate proposal for each new course added and include all required documentation for each new course.)
* Completed and approved Needs Assessment.
* Completed and approved Intent to Plan (Chancellor’s approval required)
* Target population explanation and documentation.
* Assessment Plan.
* Curriculum Map.
* Statement of Employment Opportunities explanation and documentation. Include letters of support from employers who will consider graduates as candidates for employment.
* Student fees statement. Include amount of fees and how they will be applied (admission to program, course-level, etc.)
* Articulation Agreements and other impact statements for connection and linkage to other institutions.
* Statement of Classroom and Equipment Needs with signed approvals for new purchases or renovations.
* Additional documentation as needed to demonstrate the need and approval for new or major revisions to a program.