Quick Reference – Program Curriculum

New Program - *Propose new degree or certificate*	
Step 1	Complete the Academic Program Planning & Concept Authorization proposal in Curriculog. ***Curriculog Proposal Title*** = 2 - *New Programs Only - Academic Program Planning & Concept Authorization - Effective: 2021-22* For the proposal: • Attach Occupational Overview and/or other supporting documentation obtained from the Office of Institutional Effectiveness & Research. • Attach completed *Program Planning Tools:* Curriculum Map and Progression Plan.
Step 2	Once the Academic Program Planning & Concept Authorization Proposal is approved, submit course proposals for all new or modified courses. ***Curriculog Proposal Title*** = 1 - *Course Proposal - Effective: 2021-22* **Note:** The Program Planning Tools submitted in Step 1 can be used as a guide to assist in determining the type of course proposals needed. Example:
Step 3	Complete the Program Proposal, New Program Proposal. ***Curriculog Proposal Title =*** 3 - *Program Proposal - Effective 2021-22* For the proposal: • Attach a completed Curriculum Map. • Attach a completed Program Progression Plan.
Program Modification - *Revise program title, credit hours, course selections, admission standards, and descriptive text of an existing program.*	
Step 1	Submit course proposals for all new or modified courses needed due to the program modification. ***Curriculog Proposal Title*** = 1 - *Course Proposal - Effective: 2021-22*
Step 2	Complete the Program Proposal, Program Modification Proposal. ***Curriculog Proposal Title =*** 3 - *Program Proposal - Effective 2021-22* For the proposal: • Attach a new Curriculum map, ensuring that the course learning outcomes align to the program learning outcomes. • If courses are being removed from an existing program, review the impact that this may have for current students in a previous catalog year in the program, and address those needs (course substitution, course scheduling plan, etc.) A formal teach out plan is not required, however, the same guidelines can be used to help address this potential impact to students.
Program Deletion - *Discontinue degree or certificate*	

Step 1	Complete the Program Proposal, Program Deletion Proposal.
	
	Curriculog Proposal Title = 3 - *Program Proposal - Effective 2021*
	
	For the proposal:
	• Attach a teach out plan. The plan should include:
	    o Number of students enrolled in the program
	    o Progress of the students in the program
	    o Description of how the students can complete the program (e.g. course scheduling plan and/or potential substitute courses, etc.)
	    o Communication plan