

ACADEMIC PROPOSAL

Millersville University

This cover page must be used for all academic proposals except the proposal of new courses and the labeling of existing courses; it must be attached to all copies of the proposal through all approval stages.

PROGRAMS

☐ new☐ change☐ deletion☐ moratorium

Classification of Instructional Program (6-digit CIP) Code:

(necessary for new program/option/minor)

[Note: All course proposals associated with program additions or changes should be submitted together with this proposal as one package.]

☐ Departmental major: _____☐ Interdepartmental major: _____☐ Departmental minor: _____☐ Interdepartmental minor: _____☐ Option: _____☐ Other: _____

POLICIES FOR ☐ MAJORS ☐ MINORS :

☐ new☐ change☐ deletion☐ Admission to _____☐ Retention in _____☐ Completion of _____

CHANGES IN COURSES

OTHER

This change is ☐ MINOR ☐ MAJOR [For policy on determination of whether a change is major or minor, see *Governance Manual*.]

What students may be affected by this change?

Proposed implementation date: ____/____/____ If retroactive approval is requested, provide details:

PROPOSER:

Dept.:

Ext.:

Approval Log: Note it is the proposer's responsibility after each approval to deliver the proposal to the next committee.

COMMITTEE	CHAIRPERSON PHONE	DATE DATE APPROVED	RECEIVED		AMENDED?
School Curriculum Committee					
Teacher Education Council (if applicable)					
<input type="checkbox"/> UCPRC* <input type="checkbox"/> GCPRC*					
Faculty Senate*					

* — Not required for minor change.

Attach the following supporting documentation to this form (incomplete forms will be returned to the proposer):

1. If applicable, copy of current program/policy.
2. Explanation, rationale, and evidence of need for proposed changes.
3. If applicable, copy of current DARS printout and DARS copy reflecting proposed changes.
4. If applicable, Course Approval Forms for all associated course changes.