

EASTERN CONNECTICUT STATE UNIVERSITY
CURRICULUM COMMITTEE FORM
PROGRAM MODIFICATION REQUIRING BOR APPROVAL
(New program, significant program changes or deletion of an existing program)

Procedure for New Programs (to be completed in this order)

1. Early in the proposal development phase, the department submits a 1-2 page New Program Concept Paper to the Provost, who submits it to the BOR Office and shares it with the BOR Academic Council (BOR-AC) at its nearest possible meeting for early input, suggestions, and consideration of potential collaborations as appropriate.
2. Program proposal (signed by the Provost to indicate the BOR's acceptance of the Concept Paper) is submitted to the University Curriculum Committee (and then to the University Senate) for approval (see required forms, documentation, and instructions below).
3. The full proposal in a standard format is submitted by the Provost to the BOR Office for review. Site Visit / Team Visit is only required in special cases (e.g. new degree level, unique direction for the institution, new area of competence). Based on a Planning and Quality Review, the proposal either:
 - Moves on to the BOR Academic and Student Affairs Committee (BOR-ASA) for review and recommendation for approval by the full Board; **OR**
 - Moves on to the Advisory Committee on Accreditation (ACA) to undergo a Quality Review as an intermediate step. In the latter case, the BOR President considers the ACA advisory recommendations before moving the proposal to BOR-ASA and subsequently to the full Board.

Instructions for Submission to Curriculum Committee (step 2 in procedure outlined above)

1. In addition to this completed form, a new program proposal or substantial program change requires:
 - A proposed program description (as it will appear in the catalog)
 - A justification for the new program that delineates: objectives, demonstrated need, place in university priorities
 - Descriptions of all existing courses included in the program
 - Evidence of consultation with and approval by all departments whose courses are used in the program and with the appropriate academic dean(s)
 - Evaluation of resources available to support the program and those still needed
 - For new programs, the following forms for the Connecticut Board of Regents:
 - CT BOR Concept Paper for New Academic Program
 - CT BOR Application for New Program Approval
 - CT BOR Academic Program Pro Forma Budget
 - For new specializations or concentrations within existing programs, the following Connecticut Board of Regents form: CT BOR Form – BELOWTHRESHOLD Academic Offering

Note: Appropriate New Course Proposals or Course Modifications should be submitted as separate proposals. Program Proposals/Modifications cannot be approved without appropriate Course Proposals/Modifications.

2. Upon completion, save the form and all supporting documents as a **single PDF file** and send it to the Department Chair and the Academic Dean for their signatures.
3. Submit the PDF containing the signed form and all documentation to Julie McGowan (mcgowanju@easternct.edu) in the Biology Department for review by the Curriculum Committee.

Note: Signed forms and supporting documents should be combined into one PDF. Please name the file according to the following guidelines: Program Abbreviation (in all caps) → Program Name → Date → Type of Mod

For Example: **ENG_LiberalStudiesMajor_2022_NewProg.pdf**

Due to the large number of proposals and paperwork received by the committee, paperwork that is not complete, organized, formatted correctly, or labeled clearly will be returned to the departments for resubmission. **Any questions regarding paperwork prior to submission should be addressed to the Curriculum Committee Chair.**

Resubmitting Revised Forms

Proposals that are returned to the department for revisions or additions requested by the Curriculum Committee will be sent via email. When indicated by the committee, substantive revisions should be initialed by the dean and relevant committee chairs. When revisions/additions are completed, forms and documentation should be resubmitted to Julie McGowan as a single PDF.

EASTERN CONNECTICUT STATE UNIVERSITY
CURRICULUM COMMITTEE FORM
PROGRAM MODIFICATION REQUIRING BOR APPROVAL
UNIVERSITY SENATE BILL COVER SHEET

SB: _____ / _____ - _____

BILL CREATING/MODIFYING THE _____ PROGRAM

Sponsoring Department or Program: _____

Effective: SEMESTER: _____ YEAR: _____ Must be approved at least 1 semester prior to effective date

Actions proposed (check all changes included in this proposal):

- New degree program/major
- New specialization or concentration
- New certificate program of more than 30 credits within an approved program
- New undergraduate minor of more than 18 credit hours
- New undergraduate option or certificate program of more than 15 credit hours
- New graduate option or certificate program of more than 12 credit hours
- New program consisting primarily of coursework from a previously approved program
- Significant modifications in courses or course substitutions of more than 12 credits in a previously approved undergraduate degree program
- Significant modifications in courses or course substitutions of more than 12 credits in a previously approved graduate degree program
- Discontinuation of a BOR approved program
- A program to be offered (50% or more of instruction) at an off-campus location or online
- Change in degree or program title

SIGNATURES:

Department Chair or Program Director:

Name: _____ Signature: _____ Date: _____

Provost:

Name: _____ Signature: _____ Date: _____

Academic Dean:

Name: _____ Signature: _____ Date: _____

Curriculum Committee Chair: Do not request e-signature from Chair. Signature to follow Curriculum Committee review

Name: _____ Signature: _____ Date: _____

Senate President:

Signature: _____ Date: _____

University President:

Signature _____ Date: _____