

EASTERN CONNECTICUT STATE UNIVERSITY
CURRICULUM COMMITTEE FORM
CERTIFICATE CREATION REQUIRING BOR APPROVAL
(New certificate or deletion of an existing certificate)

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

1. Early in the proposal development phase, the department notifies the Provost.
2. Certificate proposal is submitted to the University Curriculum Committee (and then to the University Senate) for approval (see required forms, documentation, and instructions below). Note: Graduate Certificates go to the Graduate Curriculum Committee First.
3. The full proposal in a standard format is submitted by the Provost to the BOR Office for review and then moves on to the BOR Academic and Student Affairs Committee (BOR-ASA) for under the threshold submission.

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

1. In addition to this completed form, a new certificate proposal requires:
 - A proposed program description (as it will appear in the catalog)
 - A justification for the new certificate 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 certificates, the following forms for the Connecticut Board of Regents:
 - CT BOR Application for New Certificate Approval (Below the threshold form)
 - Note: Appropriate New Course Proposals or Course Modifications should be submitted as separate proposals. Certificate Proposals cannot be approved without appropriate Course Proposals/Modifications.
2. If the new certificate is similar to an existing certificate, minor or major program in purpose or name please include a description of how this certificate differs from any existing programs.
3. 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.
4. 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.

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CURRICULUM COMMITTEE FORM
Certificate Creation 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 Certificate requiring BOR approval
- ☐ Discontinuation of a BOR approved program

Note: Certificates must be at least 9 and at most 15 credits.

If this program is similar to an existing major or minor program, please describe how it is different below:

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: _____