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| mason_logo | **Program Approval Form** | For approval of new programs and deletions or modifications to an existing program. |

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| **Action Requested:** | | | | | | | | | | | **Type** (Check one)**:** | | | | | | | | | |
|  | Create New (SCHEV approval required except for minors) | | | | | | | | | |  | | B.A. | |  | B.S. |  | Minor | | |
|  | Inactivate Existing | | | | | | | | | |  | | Master’s | |  |  |  |  | | |
|  | Modify Existing (check **ALL** that apply) | | | | | | | | | |  | | Ph.D. | | | | | | | |
|  | |  | Title (SCHEV approval required except for minors) | | | | | | | |  | | Undergraduate Certificate\* | | | | | | | |
|  | |  | **Concentration** (Choose one): | |  | *Add* |  | *Delete* |  | *Modify* |  | | Graduate Certificate\* | | | | | | | |
|  | |  | Degree Requirements | | | |  |  | | |  | | Bachelor’s/Accelerated Master’s | | | | | |  | Other: | |
|  | |  | Admission Standards/ Application Requirements | | | | | | | |  | |  | | | | | | | |
|  | |  | Other Changes: |  | | | | | | |  |  | |  | | | | | | |

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| **College/School:** | College of Science | **Department:** | |  | | |
| **Submitted by:** |  | **Ext:** |  | | **Email:** |  |

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| **Effective Term:** | Fall | 2021 | **Please note:** For students to be admitted to a new degree, minor, certificate or concentration, the program must be fully approved, entered into Banner, and published in the University Catalog. |
| **Does this program meet SCHEV common core requirements?** | Yes | No | **Bachelor’s degree:** 25% of total credit hours required for the degree, excluding general education core  **Certificates:** No set requirement, but 6 of 15 credits (40%) is an appropriate amount of core courses.  **Master’s degree:** 50% of total credit hours required for the degree  **Doctor[al] degree:** 25% of total credit hours required for the degree (first subtract dissertation credits) |

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|  | **Existing** | **New/Modified** |
| **Program Title:** (Required)  Title must identify subject matter. Do not include name of college/school/dept. |  |  |
| **Concentration(s):** |  |  |
| **Admissions Standards / Application Requirements:** (Required only if different from those listed in the University Catalog) |  |  |
| **Program Outcomes:**  Can be gathered from Tk20. Can be entered into the catalog. |  |  |
| **Degree Requirements:**  Consult University Catalog for models, attach separate document if necessary using track changes for modifications |  |  |
| **Courses offered via distance:**  (if applicable) |  |  |
| **TOTAL CREDITS REQUIRED:** |  |  |

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| **\*For Certificates Only:** Indicate whether students are able to pursue on a |  | **Full-time basis** |  | **Part-time basis** |

**If this proposal will impact another unit at Mason (i.e. employs other units’ courses), or if it is in collaboration with another unit at Mason (i.e. a jointly offered/interdisciplinary program), please complete the following:**

No signatures required. This information will be uploaded into the CIM system and electronic approvals will be obtained.

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| **Unit Name** | **1) Courses employed, or 2) A collaborator in a joint program, or 3) Other- please briefly explain** |
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**Program Proposal Submitted to the College of Science Curriculum Committee (COSCC)**

Feel free to contact Jen ([jbazaz@gmu.edu](mailto:jbazaz@gmu.edu)) if questions arise or if consultation is desired.

**FOR INACTIVATED PROGRAMS** (required if inactivating a program)

* + Reason for inactivation:

**FOR MODIFIED PROGRAMS** (required if modifying a program)

* + “What” the modification is (please be specific):
  + “Why” the modification is taking place:
  + Text after modification (title, degree requirements, etc.), using the *track changes* feature as possible:

**FOR NEW PROGRAMS** (required if creating a new program)

* + Justification for the new program:
    - If a new *concentration* or *minor*, please be sure to address at least one category\*
  + Include the tentative SCHEV proposal below, if applicable.

Once complete, please submit this form to Jen ([jbazaz@gmu.edu](mailto:jbazaz@gmu.edu)) for insertion into the CIM System. From there, it will travel through the approval route electronically.

\* **Justification category options:**

* Strong student interest based on results of student surveys in which a reasonable number have participated.
* Providing evidence of interest from external entities (e.g., federal agencies or industries that are seeking individuals with a specific knowledge base or skill set).
* Presentation of data from other universities with similar programs that are indicative of their success.
* Obtaining letters of endorsement from other universities with similar programs that have proven successful.
* Specific and relevant reference to the Bureau Labor of Statistics’ “[Occupational Outlook Handbook,](https://www.bls.gov/ooh/)” which can serve as a strong resource to help justify new programs and contains information regarding typical educational requirements, number of jobs, job outlook, etc.
* Providing evidence of strong recent trends that point to future demand for the proposed program.
* Giving evidence that the new program provides part of the required skill set for future job success (e.g., detailing the routine existence of similar programs in other universities, etc.).
* Providing evidence that the new program fulfills a previously unmet niche and has a strong potential to encourage other universities/entities to follow suit.