



# Program Approval Form

For approval of new programs and deletions or modifications to an existing program.

## Action Requested:

☐ Create New (SCHEV approval required except for minors)

☐ Inactivate Existing

☐ Modify Existing (check **ALL** that apply)

☐ Title (SCHEV approval required except for minors)

☐ **Concentration** (Choose one): ☐ Add ☐ Delete ☐ Modify

☐ Degree Requirements

☐ Admission Standards/ Application Requirements

☐ Other Changes: \_\_\_\_\_

## Type (Check one):

☐ B.A. ☐ B.S. ☐ Minor

☐ Master's

☐ Ph.D.

☐ Undergraduate Certificate\*

☐ Graduate Certificate\*

☐ Bachelor's/Accelerated Master's ☐ Other: \_\_\_\_\_

College/School:

College of Science

Department:

Submitted by:

Ext:

Email:

Effective Term:

Fall

2021

Does this program meet SCHEV common core requirements?

Yes

No

☐

☐

**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.

**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)

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:

Existing	New/Modified

\*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:

Unit Name	1) Courses employed, or 2) A collaborator in a joint program, or 3) Other- please briefly explain

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

## **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.

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#### **\* 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](#),” 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.