

IN GENERAL, MATERIALS NEEDED FOR PROPOSALS

- **Email to Associate Dean BEFORE starting paperwork**
- **Curriculum Form with Department Approval Date**
- **Syllabus for Course Revisions**
- **Curriculum Map & Four-Year Planner for Program Revisions**

As Needed:

- Course Drop Form
- General Education Approval Form

Additional forms and consultation with Jennifer Wies needed:

- New Program Proposal
- Program Closure Proposal with Teach-Out Plan
- Distance Education Program Proposal
- New Minor, Concentration, or Certificate Proposal