

# CURRICULUM PROPOSAL COVER SHEET

**LEVEL**      Graduate                      Undergraduate                      **COLLEGE**                      CHS                      RCCPS

**Department/School**

**Proposed Implementation** (*Term and Year, e.g., FALL 2026*)

**Summary of Proposed Action:**

**Please Select Type of Proposal** (*select all that apply*):

**MAJOR OR DEGREE** (*See attached Curriculum Development Timeline*)

New Major or Degree Program (*attach new program pro forma*)

Program Abeyance

Program Elimination

Degree Elimination

Reinstatement of Degree

Changes to a Major or Degree

Change in Delivery Method for Major or Degree

**COURSES**

Add/Delete Course(s) in a Degree Program (*attach previous and proposed curricular map*)

Change in an Existing Course

Change in Course Title

Change in Course Description

Change in Course Credits

**MINOR**

New Minor (*attach curricular map*)

Minor Elimination

**OTHER**

New Technology

Other (explain):

For additional changes in existing Course Title and/or Course Description, include catalog-ready title and description (*no more than 150 words*) here:

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Is there a fee attached to the course or degree program?

Yes      No

If yes, describe amount/rationale \_\_\_\_\_

If yes, has Fiscal Services been consulted? Include name(s) of person(s) and date consulted \_\_\_\_\_

Will there be software/technology purchases for the course/program?

Yes      No

If yes, has IT been consulted for any possible network/security implications? Include name(s) of person(s) and date consulted:

Does this change affect multiple departments? (e.g., course is a prerequisite; curriculum requires cognate courses)

Name(s) of person(s) consulted:	Date:
Name(s) of person(s) consulted:	Date:
Name(s) of person(s) consulted:	Date:

Department/School\* Faculty Vote (include date and vote count):

Documents Attached:

<input type="checkbox"/> Attach Syllabus (if course level). Make sure Syllabus includes all the information of the most updated Marywood University Syllabus Template. <input type="checkbox"/> Attach old curricular map (if program level). <input type="checkbox"/> Attach new curricular map (if program level).	List other documents:
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Approval Signatures Required BEFORE the Curriculum Committee Meeting:

Department Chair/School Director: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved      Signature: _____	Date:
Department Chair/School Director: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved      Signature: _____	Date:
Dean of Academic Unit: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved      Signature: _____	Date:
University Registrar: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved      Signature: _____	Date:

Approval Signatures Required AFTER the Curriculum Committee Meeting:

Curriculum Committee Chair:	Date:
Chief Academic Officer:	Date:
If required, date approved by Board of Trustees (enter N/A as appropriate):	Date:

*\*Faculty vote should include all full-time faculty in a school/department*

### Curriculum Development Timeline. One-Year Program Approval Process

Fall Start	One-Year Program Approval Process	Spring Start
Late - May Early June	New Program Workshop <ul style="list-style-type: none"> <li>• Market analysis requirement</li> <li>• Enrollment and budget projections</li> </ul>	December
June-August	Development of proposals consulting with: <ul style="list-style-type: none"> <li>• Enrollment Management</li> <li>• Library</li> <li>• Marketing</li> <li>• OPIE</li> <li>• Registrar's Office</li> </ul>	December -January
August- September	Review of New Program Proposal: <ul style="list-style-type: none"> <li>• Comments and concerns that need to be addressed</li> <li>• Confirms required approval process: MSCHE submission, BOT, program accreditation submission</li> </ul>	December
Early Fall Semester	Departmental Approval Chair Signature Dean's Signature	Early Spring Semester
September - November	Obtain Curriculum Committee Approval <ul style="list-style-type: none"> <li>• Sent to UCC chair at least 10 days before Sept., Oct., or November UGCC meetings.</li> <li>• Review UCC Instructions for documents required of New Program Approvals.</li> </ul>	February - April
November and/or February	Approval by Administration and BOT, as needed Submission to MSCHE & Program Accreditor if needed	April and/or October
Spring / Summer	Notification of appropriate agencies (Post MSCHE approval): <ul style="list-style-type: none"> <li>• US Department of Education</li> <li>• SEVIS</li> <li>• Homeland Security</li> <li>• PA Approval</li> </ul>	Summer/ Fall
Fall	Start Program	Spring