COH Curriculum Proposal Submission Form

Proposal originator: **Date Submitted**:

Program:

Proposal title:

Change	New	Drop					
Course	Major	Option	Concentration	Minor	Certificate	Other

Campus location(s):   Corvallis   Cascades   Ecampus   Portland

Required documents to accompany this form:

For course proposals, a syllabus (see college template for requirements https://health.oregonstate.edu/faculty-staff/college-resources).

For program proposals (i.e., major, option, minor, etc.), a Word document of the program description and requirements from the OSU Catalog (proposals to change a program require a document using the track changes function to show the proposed changes).

Justification statement in a separate Word document or included in the program proposal document, if applicable.

Program approval can be submitted as minutes from a meeting indicating a vote of approval or an email. (If you want to submit email documentation, the email must come from proposal originator or program director and indicate that the program faculty have approved this curriculum proposal and copy all of the program faculty.)

Does this proposal impact other programs or courses?   Yes   No

   If yes, have you provided documentation of liaison (internal or external)   Yes   No

Does this proposal have budget or workload impact?   Yes   No

   If yes, do you have school head support?   Yes   No

For course proposals only:
Terms taught: Fall   Winter   Spring   Summer   Every other year _____term
Schedule type: (click all that apply)   Lecture   Recitation   Practicum   Laboratory   Activity
Internship   Hybrid   Other:_____
Grading mode: A/F   P/N   **Slash course:**   Yes   No
Equivalent courses: _____   **Cross-listed:** _____
Core Ed, Bacc Core, WIC or DPD**:   Yes   No
**if yes will it retain Bacc Core status   Yes   No

PLEASE NOTE: OSU Catalog Year Policy states that course changes, program changes, and program terminations go into effect the following catalog year. May 1 is the deadline for final approvals by the university. *Full policy can be found at: https://apa.oregonstate.edu/academic-programs/academic-policies-and-procedures*

To help ensure that proposals to *change courses* or to *alter or terminate programs* meet the university's May 1 deadline, you are strongly encouraged to submit them in time for review at a COH curriculum committee meeting during fall term. Please click here for meeting dates and deadlines.