

## CPHHS Curriculum Proposal Submission Form

**Proposal originator:**

**Date Submitted:**

**Program:**

**Proposal title:**

Change	New	Drop	
Course	Major	Option	Concentration
			Minor
			Certificate
			Other

**Campus location:**      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, a Word document of the program description and requirements (proposals to change a program require a document using the track changes function to show the proposed changes)

Justification statement, 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, 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:**

**Schedule** (e.g., meets once a week for 3 hours of lecture OR meets twice a week for 1 hour of lecture and once a week for 2 hours of lab):

**Terms taught:**      Fall      Winter      Spring      All terms      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:** \_\_\_\_\_

**Baccalaureate Core, WIC or DPD:**      Yes      No

*\*\*if Bacc Core/WIC/DPD, please reference [Bacc Core review & proposal templates](#) for additional requirements\*\**

**Catalog year policy:**

Catalog Year Policy: Course changes, program changes, and program deactivations go into effect the following catalog year. May 1 is the deadline for final approvals for proposals to change courses or to alter or end programs. Those changes approved after the May 1 deadline become effective the catalog year following the upcoming catalog year. New courses and programs become effective the first term following their approval for which the seventh week of the current term has not yet begun, unless the specified start date of the course/program is later than the subsequent term. *full policy can be found at: <https://apa.oregonstate.edu/academic-programs/academic-policies-and-procedures>*