

CPHHS 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	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

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 for proposals to change courses or to alter or terminate academic 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>

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 CPHHS curriculum committee meeting during fall term. Please [click here](#) for meeting dates and deadlines.