



Curriculum & Articulation Committee

New Program Instructions and Form

Please note, this is a fillable PDF form which allows (1) easy editing, (2) digital signatures, and (3) electronic delivery (required). This form will not be accepted in hard copy format.

SECTION 1: Submitter Information

1. Complete the section using your information as submitter.
2. **Please make sure your Department Chair and Dean have signed before you submit the form to the Articulation Officer.**

SECTION 2: New Program Information

Effective Term: The first term the program will be offered (example: Spring 2019).

VPAA Signature: The signature of the Vice President of Academic Affairs is required to ensure that the submitter has prior approval to create a new program and that it is listed on the NSHE approved GBC 5 year academic plan.

Program Title: (Example: Bachelor of Applied Science – Instrumentation)

Is this program being offered at any other NSHE institution? Circle the institution which offers this same program.

Program Delivery Method: Circle the delivery method proposed for this new program and include a brief description.

Catalog Page: Please provide a sample of the programs catalog page including a 2 or 4-year plan of study.

(Bachelor Degree ONLY): Admission Term Deadline: Provide the term in which admission to the program is required for the fall semester start date.

(Bachelor Degree ONLY): Admissions Requirements: Provide detailed information for admission requirements into the program.

(Bachelor Degree ONLY): Degree Requirements: Provide which associates degree is required as part of the admissions requirements.

SECTION 3: Approvals

- The electronic C&A form and scanned supporting documents must be submitted to the Articulation Officer for review first. **Do not submit directly to Curriculum and Articulation Chair.**
- The C&A form must include signatures from submitter, Department Chair, and Dean. Forms submitted without all signatures will be returned to submitter.
- During the review process, clarifications may need to be made and/or corrections to the form may be necessary. The Articulation Officer will return all forms to submitter electronically for requested changes.
- Once the documents have been vetted (common course numbering, course catalog, PeopleSoft, etc.), the Articulation Officer will contact the submitter and Curriculum & Articulation Chair on the next available meeting agenda.



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New Program Form

SECTION 1: SUBMITTER INFORMATION

Name: _____ Phone Number: _____

Email Address: _____ Submission Date: _____

Department: _____ GBC Center: _____ Building & Room #: _____

Have you received approval from Department Chair? Yes No and Dean? Yes No

If you have not received approval, do not submit to the Articulation Officer.

SECTION 2: NEW PROGRAM INFORMATION

A completed Academic Program Proposal packet must be attached at the time of submission.

Effective Term: _____

VPAA signature (required) _____

Program Title: _____

Is this program offered at any other NSHE institution? UNR UNLV CSN TMCC NSC WNC

Program delivery :

In-Person Only Web-based only (all courses offered online) Hybrid (50% or more courses offered online)

Program delivery description:

Catalog Page: Attach a sample of the program catalog page.

(Bachelor's ONLY) Admission Term Deadline: Fall Spring Summer

(Bachelor's ONLY) Admissions Requirements:

(Bachelor's ONLY) Degree

Requirements: _____

Summary of proposed program:

SECTION 3: APPROVALS

Submitter

Department Chair

Name _____

Name _____

Signature: _____

Signature: _____

Date: _____

Dean

Articulation Officer

Name _____

Name _____

Signature: _____

Signature: _____

Date: _____

Date: _____

This form will not be accepted without the above signatures.

Curriculum and Articulation Chair

Vice President of Academic Affairs

Name _____

Name _____

Signature: _____

Signature: _____

Date: _____

Date: _____