ONLINE PROGRAM PROPOSAL PROCESS

Program Proposal Entry:

- 1. Login to MySFA. Click the "myServices" tab. Click the "Program Proposal" link under "Faculty Services Links."
 - You must have faculty status to access the online program proposal process.
 - The first time you access the process, you may have to log in a second time. Use your MySFA username and password to login to the system.
 - The process performs better when using Chrome, Firefox or Internet Explorer 11 browsers.

my SFA	
Welcome Lynda S. Langham You are currently logged in. nyNews myCourses myServices myEve Faculty Services Links STEX	rents Course Evaluations and Surveys
Program Proposal	Self-Service Banner JackText Personal Information Course Evaluations, Surveys, Elections Students Employees • Registration • Faculty/Advisor Functions • Direct Deposit • Electronic Personnel Action Form • Grades • Payroll (as of 1/1/2011) • Financial Aid • Leave Reporting • Short-term/Book Loans • Finance/Budget Information

- 2. Choose 'Add' for a new program, 'Modify' to revise an existing program or 'Delete' to remove a program from inventory.
- 3. Once you have clicked the first "submit" button, you can exit and return later to complete the submission.
- 4. If you are using Internet Explorer 11 with compatibility on, your navigation bar may appear blank with a drop down symbol (box with three lines-see screenshots below) in the upper right corner. Clicking the drop down bar will allow you to access the navigation menu, as in the screenshot below. It is suggested that you turn compatibility off or use Chrome or Firefox instead.





Program Deletion:

Choose "Delete" then "New" from the navigation bar to submit a new proposal. To continue working on a
Delete proposal previously entered but not submitted, choose "Modify" then "Edit/Verify." To view a previously
submitted Delete proposal, choose "Delete" then "History." Choose the term, department and college from the
drop down options. Enter the name of the specific program and the reason for deletion in the appropriate text
boxes.

al	Instructions	Add 🗸	Delete -	Modify +	Approval -				Welcome
	Prog	ram	New Edit/Verify History		Deletion				
	New Er	ntry							
	Enter i	Step 1	for program		Step 2 Verify information is correct	Sut	Step 3		
	Deletion	you wish to	delete		-				
	Effective Yea	ar/Term:							
	Select							•	
	Name of Pro	gram:							
	Department:								
	Select							•	
	College:								
	Select							•	
	Primary Rea	ison for Prog	gram Deletion						
amP	roposal/delete/cri	eate#							

2. Click "Next" to review information.

New Entry			
Step 1	Step 2	Step 3	
Enter information for program you wish to delete	Verify information is correct	Submit program proposal	
Deletion Content:			
Effective Year/Term:			
Fall 2015			•
Name of Program:			
Old Program			
Department:			
SADV			•
College:			
LA			•
Primary Reason for Program Deletion:			
No longer needed.			
Click "Next" to verify			

3. Click "submit" if information is correct.

Reset Next

Verify Entry			
Step 1	Step 2	Step 3	
•	•		
Enter information for program you wish to delete	Verify information is correct	Submit program proposal	
	Take a br	eak!	
	You can come back later to limsh	by going to the Edit menui	
Deletion Content:			
Effective Year/Term:			
Fall 2015			
Name of Drogram:			
Old Program			
Old Program			
Department:			
SADV			
College:			
LA			
Primary Reason for Program Deletion:			
· ·			
No longer needed.			
No longer needed.			
No longer needed.			

4. Click "ok" in popup box to confirm deletion and move the proposal to the first approval level.

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Program Proposa	I: Deleti	Canoel	
Verify Entry			
Step 1	Step 2	Step 3	
Enter information for program you wish to delete	Verify information is correct	Submit program proposal	
	Take a be You can come back later to finish	eak! by going to the "Edit" menul	×
Deletion Content:			
Effective Year/Term:			
Fall 2015			
Name of Program. Old Program			
Department:			
SADV			
College:			
LA			
Primary Reason for Program Deletion:			
No longer needed.			

5. Your program deletion submission will be confirmed.

Instructions Add - Delete - N	odify - Approval -		
Program Pro	oosal: Deletion		
Entry Submitted			
Thank You To check on you Or select "Histo Status	For Your Submission! I status of the submission you just made y" link in the navigation bar	e click the "Status" button below	
Step 1	Step 2	Step 3	
Enter information for pro you wish to delete	gram Verify information is correct	Submit program proposal	

6. You can review your submission and its status in Program Proposal by choosing "Delete" then "History" in the navigation bar. Click "content" to view the deletion submission information.

Program Pro	oposal: Deletion			
Entry Details				
Overview Content				
Submitted	Chair	Dean		
	(And the second		wee ⁰	
			Commun	Approv
Status for Old Program				
The submission is currently	awaiting for the Chair's decision.			
Submitted By:				
Langham, Lynda S. on 06-	Oct-14			
Chair's Info:				
Dean's Info:				
Committee's Info:				
ons Add • Delete •	Modify - Approval -			
Program Pro	onosal [.] Deletion			
riogrammi	oposul. Deletion			
Entry Details				
Overview Content				
Deletion Content				
Bolouon content.				
Effective Year/Term:				
Effective Year/Term: Fall 2015 Name of Program:				
Effective Year/Term: Fall 2015 Name of Program: Old Program				
Effective Year/Term: Fail 2015 Name of Program: Old Program Department: SADV				
Effective Year/Term: Fall 2015 Name of Program: Old Program Department: SADV College:				
Effective Year/Term: Fall 2015 Name of Program: Old Program Department: SADV College: LA				

Program Modification:

- Choose "Modify" then "New" to submit a new program modification. To continue working on a Modification proposal previously entered but not submitted, choose "Modify" then "Edit/Verify." To view a previously submitted Modification proposal, choose "Modify" then "History."
- 2. Choose the appropriate area for modification by clicking the box. Select the effective year and enter the required information by clicking the down arrow or entering text into the box.

Program Proposal Instructions Add -	Delete + Modify +	Approval +		
Progra	m Proposal	: Modify		
New Entry				
	Step 1	Step 2	Step 3	Step 4
Enter info you	ermation for program wish to modify	Enter content information	Verify information is correct	Submit program proposal
Please select	the following that apply to	the modification:		
	Change of Re	quired Courses	Change in Credit Hours	
	Addition of Ne	sw Minor	EDeletion of Minor	
	Addition of Ne	ew Concentration	Deletion of Concentration	
Modify Conte	nt:			
Effective Year/Ter	m:			
Select				•
Name of Program				
Department:				
Select				•
College:				

3. Complete the "Change of Required Courses" table below to detail program changes. Please double check that all information is accurate and that the hours add up correctly and consistently with prior information.

ew Entry						
SI	ep 1	Step 2		Step 3	Step 4	
Enter informa you wis	tion for program h to modify	Enter content information	Verify in	formation is correct	Submit program pr	roposa
		Take a You can come back later to finis	break! sh by going to the "Edit	t" menu!		
Change of Requi	red Courses:					
Change Table:		_				
	Current Progr	am:		Proposed Prog	ıram:	
Course:	Hours:	Change:	Course:	Hours:	Change:	
		Delete Row			Delet	te Row
	F	Ndd Row		/	Add Row	
Credit Hours:						
	s is the current progra	im:				
v many credit nour						

Program Proposal: Modify

4. Complete the required information for the program changes you chose in the first screen.

New Minor:	
New Minor:	
Psychology	
Deletion of Minor:	
Delete Minor:	
Political Science	
New Concentration:	
New Concentration:	
i Mai Desgii	
Deletion of Concentration:	
Delete Concentration:	
Teaching	
Other Information:	
Is the requested program change dependent on the approval of any course modifications, additions, or deletions?	
No	
If so, please list the proposed course changes below:	
Are there any prerequisites that will not count toward the required hours for the major/minor?	

5. Completed "Other Information," and if you answer "yes" to the non-counting pre-requisites question, list the prerequisites, the number of credit hours, and an explanation in the table.

Other Information:			
Is the requested program change	dependent on the approval of any course modificati	ons, additions, or deletions?	
No			•
If so, please list the proposed cour	rse changes below:		
Are there any prerequisites that wi	ill not count toward the required hours for the major.	/minor?	
Select			•
Proroquisitos Tablo:			
Course:	Prerequisite for:	Explanation:	
			Delete Row
		Add Row	
Detail the planned changes below			
			le la
Discuss the rationale for the propo	sed changes:		
How would the planned change af	fect students and/or other departments/disciplines?		

6. Click "Next" to verify the information you have entered, or click back to make corrections.

	Prerequisite for:	Explanation:	
			Delete Row
		udd Row	
Detail the planned changes below	ν.		
Details			
			li li
Discuss the rationale for the prop	osed changes:		
Discuss the rationale for the prop Details	osed changes:		
Discuss the rationale for the prop	osed changes:		
Discuss the rationale for the prop	osed changes:		
Discuss the rationale for the prop Details	osed changes: ffect students and/or other departments/disciplines?		
Discuss the rationale for the prop Details How would the planned change a Details	osed changes: ffect students and/or other departments/disciplines?		
Discuss the rationale for the prop Details How would the planned change a Details	osed changes: ffect students and/or other departments/disciplines?		
Discuss the rationale for the prop Details How would the planned change a Details	osed changes:		
Discuss the rationale for the prop Details How would the planned change a Details	osed changes: ffect students and/or other departments/disciplines?		

7. After clicking next, you will have an opportunity to verify the information you have entered.

√erify Entry			
Step 1	Step 2	Step 3	Step 4
Enter information for prog you wish to modify	ram Enter content information	Verify information is correct	Submit program proposal
	Tak You can come back later to	te a break! n finish by going to the "Edit" menu!	×
Madifactional			
wodifications.			
	Change of Required Courses	Change in Credit Hours	
		Deletion of Minor	
	Addition of New Concentration	Deletion of Concentration	
Primary information:			
ffective Year/Term:			
Fall 2015			
lame of Program:			
New Program			
epartment:			
SADV			
College:			

8. After verifying the information, click "submit" and "ok" to move the submission into the approval queue.

New Concentration:		
Floral Design		
Deletion of Concentration:		
Delete Concentration:		
Teaching		
Other Information:		
Is the requested program change dependent on the approval	of any course modifications, additions, or deletions?	
No		
If so, please list the proposed course changes below.		
Are there any prerequisites that will not count toward the requ	ired hours for the major/minor?	
No		
Detail the planned changes below:		
Details		
Discuss the rationale for the proposed changes		
Details		
How would the planned change affect students and/or other d	iepartments/disciplines?	
Manager at all all 10 sharefull		
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In Correct Click - Submit	The page-at weblogictestsfasia.nac/2003 says ** Are provided by hiting selend preview an inpring agreenge that everything is conect OR Cancel	
In correct click - submit	The page at weblogistestsfasunact7003 says Are you see you see to solend the helicolog program propriation from set spring sprang that excepting is consol? OK Cancel	
In correct click - submit	The page at weblogistestsfasunact7003 says Are your one you even to sudenit the following program prepared by hitring sales of one ext spring sprang that everything's convert OK Cancel	
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9. You will receive a confirmation of submission.

Strain Proposal Instru	ctions Add - Delete - Modify - Ap	proval -			Welcome: langhamlynda v
	Program Proposal:	Modify			
	Entry Submitted				
	Thank You For Yo To check on you status of Or select "History" link in t Status	ur Submission! the submission you just made he navigation bar	click the "Status" button below		
	Step 1	Step 2	Step 3	Step 4	
	Enter information for program you wish to modify	Enter content information	Verify information is correct	Submit program proposal	

Program Addition:

1. Choose "Add" then" New" from the navigation bar to submit a new proposal. To continue working on an Add proposal previously entered but not submitted, choose "Add" then "Edit/Verify." To view a previously submitted

Add proposal, choose "Delete" then "History." Choose the term, department and college from the drop down options. Enter the name of the specific program and the required information in the appropriate text boxes.

Program Proposal: A New Entry	dd		
New Entry			
Step 1	Step 2	Step 3	Step 4
Enter information for program you wish to add	Upload Files	Verify information is correct	Submit program proposal
Implementation Date: Select Degree and/or Program Title:			•
Department:			
College:			
Select			•
Proposed CIP Code:			
Total Hour in Degree Programs:			

2. Click "Next" to continue required information entry.

120				
Program Coordinator:				
Coordinato				
Projected Enrollment:				
50				
50				
Target Audience:				
Audience				
			li li	
Rationale:				
Rationale				
Briefly describe the new program	1:			
description				
Click "Next" to add conte	nt			
Reset Next				

- 3. Enter the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program into the "Enrollment Projections Table." (*Include majors only and consider attrition and graduation*.)
- 4. Enter the five-year costs and sources of funding for the program into the "Five Year Costs and Funding Sources Table. Click the blue "I" buttons for additional information about the information requested. Click "Next" to continue entering information, "Reset" to clear the page or "Go Back" to return to the previous page.

ear: 1	2	3	4 5
eadcount: 1	1	1	1
I	1	1	1
Cost and Funding:			
Cost and Funding: Year Costs and Funding Sources -	Use this table to show five-year	r costs and sources of funding for the program.	
Cost and Funding: Year Costs and Funding Sources -	Use this table to show five-year	r costs and sources of funding for the program.	
Cost and Funding. Year Costs and Funding Sources - Five-Year Costs and Funding So	Use this table to show five-year urces Table:	r costs and sources of funding for the program.	
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Sost and Funding. fear Costs and Funding Sources - ive-Year Costs and Funding So Five- rrsonnel: clitties and Equipment: brary, Supplies, and Materials: her: Specify other costs here (e.g., adm)	Use this table to show five-year urces Table: Year Costs \$1 \$1 \$1 \$1 unistrative cost, travel).	r costs and sources of funding for the program. Fi Reallocated Funds: Anticipated New Formula Funding Special Item Funding: Other: Other:	Ve-Year Funding

 Enter the degree requirements of the program into the "Degree Requirements Table." (If necessary, replicate the table for more than one option and upload the additional table as an attachment.) Click "Next" to continue entering information, "Reset" to clear the page or "Go Back" to return to the previous page.

ew Entry				
Step 1	Step 2	Step 3		Step 4
Enter information for program you wish to add	Upload Files	Verity information is	connect	Submit program proposa
	Tal You can come back later ti	ke a break! 5 finish by going to the "Edit" menul		
III. Quality:				
gree Requirements - Use this table to show th	e degree requirements of the prog	ram.		
gree Requirements - Use this table to show th	e degree requirements of the prog	ram.		
gree Requirements – Use this table to show th Degree Requirements Table	e degree requirements of the prog	am. 👔		
gree Requirements – Use this table to show th Degree Requirements Table: Category	e degree requirements of the prog	semester Credit Hours	Clock Hours	
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gree Requirements – Use this table to show th Degree Requirements Table: Category General Education Core Curriculum(bachel Required Courses:	e degree requirements of the prog	Semester Credit Hours	Clock Hours	
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gree Requirements – Like this Italie is show th Degree Requirements – Table: Category General Education Core Curriculum(backet Required Courses: Prescribed Electives: Free Electives:	e degree requirements of the progr or's degree only):	Semester Credit Hours	Clock Hours	
gree Requirements - Lise this table to show th Degree Requirements Table: Category General Education Core Cuntoulum(backel Required Courses: Prescribed Electives: Free Electives:	e degree requirements of the program for's degree only):	Semester Credit Hours	Clock Hours	
gree Requirements - Lise this table to show th Degree Requirements Table: Category General Education Core Curriculum/bachel Required Courses: Prescribed Electives: Free Electives: Other (Specify, e.g., internships, clinical see	e degree requirements of the program for's degree only):	Semester Credit Hours	Clock Hours	Add Row
gree Requirements - Use this table to show th Degree Requirements Table: Category General Education Core Curriculum(bachel Required Courses: Prescribed Electives: Free Electives: Other (Specify, e.g., Internships, clinical wo	in degree requirements of the program tor's degree only):	Semester Credit Hours	Clock Hours	Add Row
gree Requirements - Lise this table is show th Cognee Requirements Table: Category General Education Core Curriculum(bachel Required Courses: Prescribed Electives: Presc Electives: Other (Specify, e.g., internships, clinical we []	e degree requirements of the program tor's degree only):	Semester Credit Hours	Clock Hours	Add flow Coldes Flow

5. Enter the required courses and prescribed electives of the program into the Curriculum Tables. Note with an asterisk (*) courses that would be added if the program is approved. (Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.) Click "Next" to continue entering information, "Reset" to clear the page or "Go Back" to return to the previous page.

rriculum – Use these tables to identify the required.	uired courses and prescribed electives of the	e program. Note with an asterisk (*) courses that would be added	l if the program is
Curriculum Table:				
Prefix and Number	Required Courses	S	СН	
			C	elete Row
	Add R	aw		
Curriculum Table:				
Prefix and Number	Prescribed Elective Courses	s	СН	
			C	elete Row
	Add R	ow		
culty – Use these tables to provide information ponsibilities for the program.	about Core and Support faculty. Add an ast	terisk (*) before the name of the in	dividual who will have direct ac	Iministrative
Faculty Table:				
Name of Core Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program	
				Delete Row
	Add R	iow		

6. Upload the required documentation. The uploaded files should have distinctive file names relative to each documentation requirement.

Program Proposal Ins	tructions Add - Delete - Modify - Approval -	Welcome: langhamlynd
	Program Proposal: Add	
	New Entry	
	Step 1 Step 2 Step 3 Step 4 Enter information for program you wish to add Upload Files Verify information is correct Submit program proposal	
	Primary Information File Upload Approval Letter – Include a brief approval letter from the Dean of your college or school. File Upload Cover Letter – Include a cover letter explaining the program proposal.	
	File Upload	
	Job Market Need – Provide short- and long-term evidence of the need for graduates in the job market. File Upload Student Demand – Provide short- and long-term evidence of demand for the program. File Upload	
	Quality File Upload: Students – Describe general recruitment efforts and admission requirements. In accordance with the institution's Uniform Recruitment and Retention Strategy, describe plans to recruit, retain, and graduate students from underrepresented groups for the program.	

7. When you click the "File Upload" button, the following screen will appear. Click "Choose File" and a window will pop up to allow you to browse to the file location.

Reprogram Proposal Instructions	Add - Delete - Modify -	Welcome: +
	Program Proposal: Add	
	File Upload	
	Upload:	
	The following file types are accepted: File max size: 4 mbytes .doc, .docx, .pdf, .rtf Choose File No file chosen	
	Click "Submit" to verify Submit	

8. When you click the submit button, a confirmation message will be shown, including the name of the document.

Primary Information File Upload:	
Approval Letter - Include a brief approval letter from the D	lean of your college or school.
File: Test test docx Uploaded Date: 2014-10-09 09 0	44:03:948 Deteter
Cover Letter - Include a cover letter explaining the program	n proposal.
File: Test test.docx Uploaded Date: 2014-10-09 09:0	H:13233 Dealer
Need File Upload:	
lob Market Need - Provide short- and long-term evidence	of the need for graduates in the job market.
File: Test test docx Uploaded Date: 2014-10-09 09:0	4:25.203 Dete
Student Demand – Provide short- and long-term evidence	of demand for the program.
File: Test test.docx Uploaded Date: 2014-10-09 09:0	14:32.787 Develop
Quality File Upload:	
Students – Describe general recruitment efforts and admis recruit, retain, and graduate students from underrepresente	sion requirements. In accordance with the institution's Uniform Recruitment and Retention Strategy, describe plans to d groups for the program.
File: Test test.docx Uploaded Date: 2014-10-09 09 0	14:39:621 Detete

9. Click ok to confirm and submit. You will receive a confirmation screen.

	The page at oraappstsfasu.edu/9004 says	X an approximation of the second
OFfile: Test test-locx Oploaded Date: 2014-10-09-09-05	Are you sure you want to submit the following program processed? In this cubmit you are circles a consistentiat	
Evaluation - Describe the mahaiton process that will be use withdowal effectiveness as well as the means used to more systematic evaluation of netroconal results, including the pr mithdowal programs, services, and operations. For distance competencies comparabilits to those nequined in that billional form	everything is correct	part. Describe how the institution assesses overall its(i), or other stranges. Summarize procedures for well as using the results of evaluation to mprove thodology for determining that levels of knowledge and
OFfice: Text text.docx Uploaded Date: 2014-10-09 09:05	55.506	
Additional Information File Upload:		
Abstract - (Imit to one page or less)Describe the proposed of projected number of students. If applicable: description of prim	hange, list the street address. If the change involves the in any target audience; projected life of the program (single o	Itation of an off-campus site; initial date of implementation; short or engoing); and instructional delivery methods.
CFile: Test test-docs Uploaded Date: 2014-10-09-09:07	306.30	
Performance and the second	15.054 Sood shange, including the specific outcomes and learnin case of a change involving the initiation of a loannin campo or goaluation requirements for students enrolled at them or the quality of the program or mercicies to be differed.	g objectives of the program, a schedule of progosed course a or of an off-ste program, indicate the velocational program ex site(s), or any special anangements for practing, transcript
OFfice Test test docs Uploaded Date: 2014-10-09 09:07:	8.02	
Facelry - Provide a complete roter (using the Facelry Rotter description of those facelry member's academic qualifications in other program, currently offered, evidence that facelry mem program, describe processes in place to ensure that student doctoral program, document (public experience in decidin at doctoral program, document (public experience) in decidin at	form at even sacccor orginet_forme_and_info1.asg) of th and other experiences relevant to the courses taught, and bers are adequate to support the program, and the impact have structured access to faculty. For graduate program udent research.	ose faculty employed to teach in the program(it), including a course load in the new program as well as course work lawy of the new initiative on faculty workload. For distance learnin , document scholarship-and research capability of faculty; to
OFfer: Test test-docx Uploaded Date: 2014-10-09-09:07	34.450	
If correct click "Submit"		
Edit Collback Subwit		

Instructions	Add - Delete -	Modify +	Approval +			
	Program	n Prop	oosal: Add			
	Entry Submi	tted				
	Than To cheo Or selec Status	k You I :k on you ct "History	For Your Submission! status of the submission you just m y" link in the navigation bar	ade click the "Status" button below		
	S Enter inform you v	Step 1	Step 2	Step 3	Step 4 Submit program proposal	
			Program Proposal: Add Enty Details Term Term Term Term Term Term Term Term Term	2 _ @		

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If you wish to view your submissions to check on the status, you will need to click the appropriate "Add," "Delete," or "Modify" down arrow on the navigation bar and then select "History."

Program	Deletion		
New Entry			
Step 1	Step 2	Step 3	
Enter information for program you wish to delete	Verify information is correct	Submit program proposal	
Deletion Content:			
Effective Year/Term:			
Select			•
Name of Program:			3
Name of Program: Department Select Select Select rimary Reason for Program Deletion	n:		
Name of Program: Department Select Select Select 'rimary Reason for Program Deletion	n:) 3 3
Name of Program: Department: Select College: Select Primary Reason for Program Deletion	n.		

Chair and Dean Approval Process:

1. Access your program proposals awaiting approval by clicking "Approval" in the navigation bar and choosing the category you wish to review.



- 2. The program proposals requiring your approval will be listed. Click on the title of the course to review the program information.
- 3. The status bar will indicate the approval status of the program proposal.

Entry Details
Committee C

- 4. Click the content tab to review the program proposal information.
- 5. If the program proposal does not need further modification, choose "approve" or "reject" from the drop down decision box and click "submit decision." If it requires modification, click "revisions needed" and type your comments into the text box. When comments are entered, click "submit decision."

Decision:				
	Select			
Re	Select			
	Reject Reject Revisions Needed			
	Submit Decision			

For questions or assistance with this process, please contact Lynda Langham at Ext. 2120.