

University of Saint Joseph
West Hartford, CT

Proposal to Institute a New Program/Major

Please include forms for any Special Topics, Independent Study and/or Internship courses that need to be a part of your program/major.

_____ General Education approval for some courses in the program/major is sought. A form for each course proposed for approval of liberal arts distribution requirements is appended. (This approval comes from the Gen Ed Committee. UCC does not approve this.) These courses are:

•Briefly describe the effect this new program will have on existing USJ programs:

•Briefly describe the rationale/need for this program/major and how it fulfills University's goals.

•List and describe financial implications of this proposal (e.g. faculty, laboratory expenses, library/technology resources):

Approvals:

I certify that this proposal has been discussed and approved by department members.

Signature of Department Chair

Date

_____ I have reviewed this proposal with department chair.

_____ I assure that open hearings were held.

_____ I recommend approval of this proposal.

Signature of School Dean

Date

_____ Recommended to FCW

_____ Not recommended to FCW (reasons attached)

Signature of Chair, Curriculum Committee

Date

_____ Recommended

_____ Not recommended (reasons attached)

Signature of Chair, FCW

Date

_____ I support this proposal.

_____ I do not support this proposal (reasons attached)

Signature of Provost

Date

Original to:
Office for Academic Affairs

Cc to:

- ☐ Applicant
- ☐ Department Chair
- ☐ Division Chair
- ☐ FCW Chair
- ☐ UCC Chair
- ☐ Archives
- ☐ Registrar
- ☐ Catalogue Committee
- ☐ Director of Advising
- ☐ Chair, Academic Sub-Committee P&B