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| mason_logo | **Program Approval Form** | For approval of new programs and deletions or modifications to an existing program.  |

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| **Action Requested:** | **Type** (Check one)**:** |
|  | Create New (SCHEV approval required except for minors) |  | B.A. |  | B.S. |  | Minor |
|  | Inactivate Existing |  | Master’s |  |  |  |  |
|  | Modify Existing (check **ALL** that apply) |  | Ph.D. |
|  |  | Title (SCHEV approval required except for minors) |  | Undergraduate Certificate\* |
|  |  | **Concentration** (Choose one): |  | *Add* |  | *Delete* |  | *Modify* |  | Graduate Certificate\* |
|  |  | Degree Requirements |  |  |  | Bachelor’s/Accelerated Master’s  |  | Other: |
|  |  | Admission Standards/ Application Requirements |  |  |
|  |  | Other Changes: |  |  |  |  |

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| **College/School:** | College of Science | **Department:** |  |
| **Submitted by:** |  | **Ext:** |  | **Email:** |  |

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| **Effective Term:** | Fall | 20 | **Please note:** For students to be admitted to a new degree, minor, certificate or concentration, the program must be fully approved, entered into Banner, and published in the University Catalog. |

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|  | **Existing** | **New/Modified** |
| **Program Title:** (Required)Title must identify subject matter. Do not include name of college/school/dept. |  |  |
| **Concentration(s):** |  |  |
| **Admissions Standards / Application Requirements:** (Required only if different from those listed in the University Catalog) |  |  |
| **Degree Requirements:** Consult University Catalog for models, attach separate document if necessary using track changes for modifications |  |  |
| **Courses offered via distance:**(if applicable) |  |  |
| **TOTAL CREDITS REQUIRED:** |  |  |

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| **\*For Certificates Only:** Indicate whether students are able to pursue on a  |  | **Full-time basis** |  | **Part-time basis** |

**If this proposal will impact another unit at Mason (i.e. employs other units’ courses), or if it is in collaboration with another unit at Mason (i.e. a jointly offered/interdisciplinary program), please complete the following:**

No signatures required. This information will be uploaded into the CIM system and electronic approvals will be obtained.

|  |  |
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| **Unit Name** | **1) Courses employed, or 2) A collaborator in a joint program, or 3) Other- please briefly explain** |
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**Program Proposal Submitted to the College of Science Curriculum Committee (COSCC)**

Feel free to contact Jen (jbazaz@gmu.edu) if questions arise or if consultation is desired.

**FOR INACTIVATED PROGRAMS** (required if inactivating a program)

* + Reason for inactivation:

**FOR MODIFIED PROGRAMS** (required if modifying a program)

* + Summary of the modification and its rationale:
	+ Text after modification (title, degree requirements, etc.), using the *track changes* feature as possible:

**FOR NEW PROGRAMS** (required if creating a new program)

* + Justification for the new program:
		- If a new *concentration* or *minor*, be sure to address at least one category\*
	+ Insert the tentative SCHEV proposal below, if applicable.

Once complete, please submit this form to Jen (jbazaz@gmu.edu) for insertion into the CIM System. From there, it will travel through the approval route electronically.

\* **Justification category options:**

* Strong student interest based on results of student surveys in which a reasonable number have participated.
* Providing evidence of interest from external entities (e.g., federal agencies or industries that are seeking individuals with a specific knowledge base or skill set).
* Presentation of data from other universities with similar programs that are indicative of their success.
* Obtaining letters of endorsement from other universities with similar programs that have proven successful.
* Specific and relevant reference to the Bureau Labor of Statistics’ “[Occupational Outlook Handbook,](https://www.bls.gov/ooh/)” which can serve as a strong resource to help justify new programs and contains information regarding typical educational requirements, number of jobs, job outlook, etc.
* Providing evidence of strong recent trends that point to future demand for the proposed program.
* Giving evidence that the new program provides part of the required skill set for future job success (e.g., detailing the routine existence of similar programs in other universities, etc.).
* Providing evidence that the new program fulfills a previously unmet niche and has a strong potential to encourage other universities/entities to follow suit.