

MONTCLAIR STATE UNIVERSITY

PROPOSAL FOR ALTERATION TO A GRADUATE CERTIFICATE PROGRAM

Submission Deadline: Submissions for a program alteration must be received by The Graduate School by November 1 in order to take effect the following academic year. Approval for all alterations ends with the Provost's Office.

Proposer's Name: _____

Email: _____

Signature: _____

College: _____

Department: _____

Title of certificate program: _____

Approval Signatures

Chairperson, Department/Program Director _____
Date

Dean, College/School _____
Date

At this point, forward the proposal to The Graduate School

Dean, Graduate School _____
Date

Provost/Vice President for Academic Affairs _____
Date

Additional Approval Signatures

Signatures of acknowledgement from the chairperson(s) of the department(s) in which collateral courses are housed (if applicable). A course being added or removed is considered collateral if it is housed in a department that is different from the one proposing the alteration. Copies of email exchanges between faculty proposers and chairpersons are acceptable.

Dept. Chairperson _____ _____ _____
Dept. Name Collateral Course # Date

Dept. Chairperson _____ _____ _____
Dept. Name Collateral Course # Date

Required Narrative

This form must be accompanied by a narrative that includes the following sections:

1. Description of the proposed alteration. Descriptions of any new courses should be included.
2. Rationale and impact of the proposed alteration
3. Current work program (as it appears in MSU Catalog)
4. Proposed work program (MSU Catalog format with revisions indicated).
5. Copy of the program's assessment plan (please consult the AIC Manual for examples)

Note: All new or altered courses for a program must be fully approved before the program can be revised.