

MONTCLAIR STATE UNIVERSITY

PROPOSAL FOR ALTERATION TO A COMBINED BACHELOR'S/MASTER'S DEGREE 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 combined program: _____

Combined degree designation (e.g., BA/MA, BS/MS, etc.): _____

Approval Signatures

Chairperson, Department Curriculum Committee _____ Date

Chairperson, Department/Program Director _____ Date

Chairperson, College/School Curriculum Committee _____ Date

Dean, College/School _____ Date

Chairperson, Teacher Ed. Policy Cmte/Teacher Certification Officer _____ Date
(only for programs leading to NJ State Certification)

At this point, forward the proposal to The Graduate School

Chairperson, Graduate Council _____ Date

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
_____	_____	_____	_____
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. (Note that either the BA or MA must also be altered separately if proposing a change to the combined program.)
2. Rationale and impact of the proposed alteration.
3. Current work program for the BX/MX (as it appears in MSU Catalog).
4. Proposed work program for the BX/MX (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.