

**MONTCLAIR STATE UNIVERSITY
UNDERGRADUATE PROGRAM ALTERATION FORM**

Check one: Alteration to Undergraduate Major
 Alteration to Undergraduate Minor
 Alteration to Undergraduate Concentration within a Major
 Alteration to Undergraduate Teacher Certification Program

Proposer's Name:		Phone Number:				
College/School:		Department:				
Title of New/Current program:		Current Alpha Code: (existing pgms)				
Check applicable:	B.A.	B.S.	B.F.A.	B.Mus	B.S.N.	Minor
<i>Requested</i> Effective Date:		<i>Approved</i> Effective Date: (To be determined by the Provost's Office)				

NOTE: All courses for a program must be fully approved before the program can be offered or revised. (See reverse side of this form for required attachments.)

Approval Signatures

_____	_____
Chairperson, Department/Subject Area Curriculum Committee	Date
_____	_____
Department Chairperson/Subject Area Director	Date
_____	_____
Chairperson, College/School Curriculum Committee	Date
_____	_____
Dean of the College/School)	Date
_____	_____
****Chairperson, Teacher Education Policy Committee/ Teacher Certification Office (for programs leading to NJ State Certification, e.g. BA in ANTH w/K5, BA in English w/P12)****	Date



At this point, forward the original proposal to the Provost's Office

<input type="checkbox"/> Reviewed by Technical Subcommittee of UUCC	_____
	Date
_____	_____
Chairperson, University Undergraduate Curriculum Committee	Date
_____	_____
Provost/Vice President for Academic Affairs	Date

Approval Deadlines

Alterations to majors, teacher certification programs, or minors approved in the course of the *calendar* year (January 1 through December 31) become effective at the beginning of the subsequent academic year (September 1).

Required Attachments

1. Rationale detailing specific changes to the program
2. Degree requirements/Work Program (*include a copy of the existing and proposed curriculum guides with GenEd*)
3. Copy of revised MSU Learning Goal Assessment Plan reflecting the program alteration (*see <https://midstates-assessment.montclair.edu/programAssessment/Security/SignIn.aspx>*)

Additional Approval Signatures

Obtain signatures and attach documentation/memos of approval from the chairperson(s) of the department(s) in which required or suggested collateral courses are offered when applicable.

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