

**MONTCLAIR STATE UNIVERSITY
NEW UNDERGRADUATE PROGRAM PROPOSAL FORM**

- Check one: New Undergraduate Major
 New Undergraduate Minor
 New Undergraduate Concentration within a Major
 New Undergraduate Teacher Certification Program

For certificate (non-licensure) programs, please use the Undergraduate Certificate Program Form

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

**NOTE: 1) All courses for a program must be fully approved before the program can be offered or revised.
2) A Program Approval document (PA), which originates at the departmental level, must accompany this form. (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 (For a new major, External Consultant's report must be attached.)	Date
_____	_____
****Chair, Teacher Education Policy Committee/Teacher Certification Officer (for programs leading to NJ State Certification, e.g. BA in ANTH w/K6, 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

New degree programs approved in the course of the academic year (September 1 through June 30) become effective at the beginning of the subsequent academic year (September 1).

Alterations to existing programs approved by the Provost/VPAA during the calendar year (January 1 – December 31) become effective on September 1 of the subsequent academic year.

Required Attachments

In accordance with requirements from the State of NJ, all proposals for a new degree program must contain a Program Announcement. See the Provost’s website for more information.

In addition to the State requirements, new degree program proposals must *also* contain the following:

1. Degree requirements/Work Program (*include a copy of the existing and proposed curriculum guides including GenEd Requirements*)
2. Copy of MSU Learning Goal Assessment Plan
3. Outside Consultant’s Report
4. Budget Worksheet for New Programs

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
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NOTE: A new degree program must be approved by resolution of the New Jersey Presidents’ Council after approval by the Provost Vice/President for Academic Affairs. A new teacher certification program must be approved by the New Jersey State Department of Education after approval by the Provost Vice/President for Academic Affairs.