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

<table>
<thead>
<tr>
<th>Proposer’s Name:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College/School:</td>
<td>Department:</td>
</tr>
<tr>
<td>Title of New/Current program:</td>
<td>Current Alpha Code: (existing pgms)</td>
</tr>
</tbody>
</table>

Check applicable:  
☐ B.A.  ☐ B.S.  ☐ B.F.A.  ☐ B.S.N.  ☐ B.S.  ☐ Minor

Requested Effective Date:  
Approved Effective Date:  
(To be determined by the Provost’s Office)

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)****  

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

☐ Reviewed by Technical Subcommittee of UUCC  
________________________________________  ____________________________
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.

<table>
<thead>
<tr>
<th>Dept. Chairperson</th>
<th>Dept. Name</th>
<th>Collateral Course #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.