



PROGRAM APPROVAL FORM COVER SHEET

SCHOOL

DEPARTMENT

PROGRAM TITLE

AUTHOR

DATE SUBMITTED

Check the action to be taken and have the indicated people sign.

- ☐ Program Adoption - all signatories
☐ Program Substantive Revision - all signatories except President

APPROVED BY	NAME	APPROVED	DISAPPROVED	DATE	ACTION*
DEPARTMENT CHAIR		<input type="checkbox"/>	<input type="checkbox"/>		
ADVISORY COMMITTEE/ SUBJECT/INDUSTRY EXPERT		<input type="checkbox"/>	<input type="checkbox"/>		
REGISTRAR	Patrick L. Clymer	<input type="checkbox"/>	<input type="checkbox"/>		
DEAN	Reilly Ridgell	<input type="checkbox"/>	<input type="checkbox"/>		
LEARNING OUTCOMES COMMITTEE CHAIR	R. Gary Hartz	<input type="checkbox"/>	<input type="checkbox"/>		
VP, ACADEMIC AFFAIRS	R. Ray D. Somera, Ph.D.	<input type="checkbox"/>	<input type="checkbox"/>		
PRESIDENT	Mary A. Y. Okada, Ed.D.	<input type="checkbox"/>	<input type="checkbox"/>		

* Indicate if the document had no corrections (NC), was approved with minor corrections (WC), or was disapproved and returned back to author (BTA).

This version of the cover sheet facilitates the eventual transition to an all on-line curricula approval process.

PROGRAM APPROVAL FORM FOR ADOPTION AND SUBSTANTIVE REVISION

I. TYPE OF ACTION

Check the type of action that applies. If previous Program Approval Form exists, please attach.

A. ☐ Adoption program

B. ☐ Substantive Revision (attach Program Form).

The numbers listed next to the changes below may or may not require a response; they have been identified as those questions most likely needing to be addressed. The entire program form should be reviewed for applicability.

☐ Change in number of credit hours: II, IVA, IVD, VI, VII, VIII, XI

☐ Change in Technical/Core Requirements: II, IVA, IVD, VI, VII, VIII, XI

☐ Change in distribution of requirements affecting Related Technical or General Education Requirements, Technical/Core Requirements, or General Education Requirements: II, IVA, IVD, VI, VII, VIII, XI.

☐ Identify specific changes not listed above:

II. INTRODUCTION

This program is aligned with _____ Career Cluster and _____ Pathway

III. PROGRAM DESCRIPTION & STUDENT LEARNING OUTCOMES - PROGRAM LEVEL

This program description will appear in the College Catalog followed by the Student Learning Outcomes – Program Level

Program Description:

If the description above is a revision, indicate the catalog page(s) to be revised.

Catalog Year:

Page Number(s):

Upon successful completion of this program, students will be able to:

•

Indicate the title and source of skill standards for this program:

IV. RATIONALE FOR PROPOSAL

A. Reason this proposal should be adopted in light of the College's mission statement and educational goals.

- B. Long-term employment outlook for this program area, including the number of available positions in the service area for graduates and expected salary level.
- C. Conformity of this program to legal and other external requirements. Include State Voc/Tech requirements, accrediting agency standards, State Board regulations, and professional certification or licensing requirements if applicable.
- D. Results of program evaluation (see Appendix F for Checklist).

V. RESOURCE REQUIREMENTS AND COSTS (PENDING AVAILABILITY OF FUNDS)

- A. Resources (materials, media, and equipment) and costs.
- B. Personnel requirements (administrative, instructional, and support staff) and costs.
- C. Facility requirements.
- D. Funding source(s).
- E. Impact, financial or otherwise, this program may have on the College.

VI. IMPLEMENTATION SCHEDULE

Implementation date:

VII. CATALOG (Moved to Section III. See page 2)

VIII. PROGRAM DESCRIPTION

- A. Program Title(s)
Long Title:
Abbreviated Title (20 characters maximum):
- B. Credit Hours
General Education:
Technical/Core:
Related Tech/Gen Ed:
Electives:
Options:
Total Number of Credits:
- C. Course Sequence
- D. Target Population
- E. Cost to Student

IX. PRE-REQUISITE (S)

X. CO-REQUISITE (S)

XI. CONTENT

List of courses, with course descriptions, required to complete this program. Courses grouped according to: General Education, Technical Requirements, etc. If new courses are part of the program, Course Guides must be included with this request for approval.

XII. PROGRAM MEANS OF ASSESSMENT AND CRITERIA FOR SUCCESS

XIII. ARTICULATION

- A. Secondary programs
- B. University of Guam
- C. Others

- Attach SLO Map – Program & Course Levels.
- Attach Dual Credit Articulated Programs of Study Agreement (if appropriate)