Nevada State College
Degree Proposal Form

Complete and submit for new degrees, degree revisions, and degree deletions. Degree proposals that involve the addition of courses that do not currently exist in the NSC catalog must be accompanied by completed Course Approval Forms for each new course. Refer to the Curriculum Review Guidelines for additional information.

Degree Program Name & Classification (Major or Minor)	School/Department	Catalog Year Effective

Thoroughly <u>and clearly</u> describe the degree proposal so it is easily understood by committee members and the staff members who update the catalog. For changes to degrees, in addition to describing the changes, be sure to list the old title, the former number of credits required by the degree, and the new number of credits required. For deletions of an existing degree, no description is necessary.

Degree Catalog Description:

Contact Information

Contact Person	School/Department	Phone	E-mail Address

Degree Information

A. What type of degree proposal is being submitted? (Check one)
    See the Curriculum Review Guidelines for information on each type of proposal and the definitions of "minor" vs. "substantive" changes. For additional guidance, contact the Faculty Senate curriculum committee chair.

☐ New Degree	☐ Substantive Curricular Change
☐ Degree Deletion (skip sections D-G)	☐ Minor Curricular Change

B. <u>Rationale</u>: Provide a sound rationale for this proposal, including an explanation of how it fits within the strategic plan/mission of the school and college. For new degrees or degree changes, provide expected enrollments for the first five years (consult with Institutional Research). For degree deletions, provide a rationale for removing the program.

C. Impacts: List the schools/departments/programs affected by this proposal. (Examples: schools/departments that offer courses or pre-reqs or that are added, deleted, or changed as part of this degree proposal; academic programs that may experience enrollment changes as a result of the degree changes; articulation agreements with community colleges that are affected by the proposal.)

D. <u>Learning outcomes</u>: For new degrees, list the proposed learning outcomes here. For changes to existing degrees, describe any changes to the learning outcomes and list the new or revised learning outcomes as well as the former outcomes. If the learning outcomes are *not* being altered, explain why no changes were necessary.

E. <u>Degree sheet/checklist</u>: For new or revised degrees, include a standard degree sheet or checklist. The degree sheet or checklist should use the standard templates for your school and should clearly show the requirements for the new/revised degree. <u>This sheet will be used by Admissions & Records to build the degree into the next catalog</u>. Consult with your school's administrative assistant and/or dean to ensure the degree sheet/checklist is accurate.

F. What additional system support will the program require? (Check the appropriate box)

New faculty required?	☐ Yes, full-time	☐ Yes, part-time	☐ No
New staff required?	☐ Yes	☐ No	
Additional instructional technology?	☐ Yes	☐ No	
Additional equipment?	☐ Yes	☐ No	
Additional space?	☐ Yes	☐ No	
Other?	☐ Yes	☐ No	
Will new courses be proposed?	☐ Yes	☐ No	
Will this program require funding?	☐ Yes	☐ No	

If yes, what is the source of the funding?

Will a program fee be necessary? ☐ Yes ☐ No

(Note: Fees are only considered by the Regents at certain meetings each year; consult with the provost's office.)

Please thoroughly explain each "yes" answer above and include approximate expenses for each item where appropriate. (Attach additional pages as necessary.)

G. I have consulted with a library faculty member about resources required for this

☐ Yes
☐ No

H. List any faculty members or administrators who have been consulted and are supportive of this proposal.

I. Proposal checklist

☐ Course proposals have been completed for any new courses introduced as part of this degree/program.

☐ Course proposals have been completed for any courses to be deleted from the catalog (not required for courses that will be deleted from the degree but will remain in the catalog).

☐ Pre-req change forms have been submitted for any pre-reqs that will change as a result of this proposal.

☐ A degree sheet/checklist has been developed to accompany this proposal (not applicable for degree deletions).

J. Board of Regents approval: New majors must be approved by the Regents before they are added to the catalog or advertised to students (this is not required for degree revisions or deletions). The Regents' Program Proposal Form and New Program Budget Projection Table must be completed and submitted to the Provost's office. Once fully approved internally, the Provost submits the form to NSHE's Academic Affairs Council (AAC) 30 days before the next meeting; once approved by the AAC, the proposal will be added to the agenda of the next Regents' meeting.

The Program Proposal Form is extensive and will require a significant time commitment to complete, including consulting with Institutional Research and other units to generate enrollment and budget estimates. Determine who will take primary responsibility for drafting the proposal. Because the AAC and Board of Regents must comply with open meeting laws, a proposal that misses a deadline for adding items to their agendas will be delayed until the next meeting.