Notification of Intent to Develop New Major;

New Minor When No Major Exists; or

New Certificate Program When No Major Exists

UNIVERSITY _____

CONTACT PERSON _____

DATE _____

DEGREE AND PROGRAM UNDER DEVELOPMENT _____

DEPARTMENT SUBMITTING PROPOSAL _____

DATE OF PROPOSAL SUBMISSION _____

DESIRED IMPLEMENTATION DATE _____

* * * * *

<u>Use one page for the Summary and Mission Alignment</u>

BRIEF SUMMARY OF PROPOSED PROGRAM
(description, scope, and purpose of the program)

APPROPRIATENESS TO MISSION:
(Describe how the proposed program supports the strategic plans of PASSHE and the university.)

1) **Alignment with State System Strategic Direction** (*Leading the Way—The Pennsylvania State System of Higher Education: A Plan for Strategic Directions 2004-2009*)

2) **Alignment with University Strategic Direction**
(refer to university's strategic plan)

Use one page for the next topic

NEED:
(Include sufficient information, depending upon the type of program, to judge why the program is needed based on such things as those listed below.)

1) **Intellectual Value of the Program**
   (value other than market demand)

2) **Long-term Student Demand Supported by Data**

3) **Regional Market Demand for Program Completers Supported by Data and/or Professional Literature**

4) **National/International Market Demand for Program Completers**

5) **Other State System Universities Who Offer the Program**

6) **Added Value**
   (e.g., student breadth, community enhancement, etc.)

Use one page for the next five topics

(The following sections will be developed more fully after receiving approval to proceed.)

ACADEMIC INTEGRITY
(description of the proposed curriculum)

COORDINATION WITH OTHER PROGRAMS
(possible resource sharing, student transfer or articulation, and avoidance of unnecessary duplication)

PERIODIC ASSESSMENT (plan for continuing assessment of student learning outcomes and, if appropriate, plans for accreditation)

RESOURCE SUFFICIENCY
(brief projection of resources necessary to support the program)

IMPACT ON EDUCATIONAL OPPORTUNITY
(probable impact on goals for enhancing both educational opportunity and assurance of civil rights)

Forward Notification Form by electronic means to the Assistant Vice Chancellor for Academic and Student Affairs
ncooledge@passhe.edu
NOTIFICATION MAY NOT EXCEED THREE PAGES
Revised October 2004