**HENDERSON STATE UNIVERSITY PROGRAM CHANGE PROPOSAL**

**Submitted to: ☐University Academic Council ☐University Graduate Council**

**☐ Degree (e.g., BS, BBA, BGS) ☐Major ☐Minor ☐Certificate ☐Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**Proposal # \_\_\_\_\_\_\_\_\_\_\_\_\_**

(If submitting multiple proposals)

**Section I. General Information**

**Dept./School Submitting Proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair or Faculty Member Who Will Direct The Program If Different From Above:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requested Implementation Date (Semester & Year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Program check sheet must be attached to proposal.**

**Existing Program Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Ex. Major = Chemistry; Degree = BA, BS, BBA, BGS, etc.)*

### Explanation of Changes to Program:

### *(All relevant new course/course change forms should be attached to this proposal.)*

### Endorsed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

**Department Chair/Administrator**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean or Director**

**CIP Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HSU Program Code: \_\_\_\_\_\_\_\_\_\_\_**

(To Be Added By Registrar)

**Section II. Library Information**

**Will additional resources need to be acquired by the library to support this program? \_\_\_\_\_**

**If so, list the necessary resources.**

**Librarian’s Comments & Recommendations**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Librarian’s signature**

**Section III. Detailed Description of Proposed Program**

*(Statements from departments potentially affected by the proposal must be attached, along with any other supporting material.)*

1. **Program Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Hours required:\_\_\_\_\_\_\_\_**
3. **Revised catalog description of proposed program:**
4. **Indicate any new courses or changes to current courses that will need to developed and/or approved.**

1. **Have the educational objectives of this program and the student outcomes expected changed?**
2. **Does this change impact how will you assess the effectiveness of the program and provide for continuing improvement? If so, please incorporate two assessments methods into your response.**
3. **Does this change alter how the program supports the mission of the University?**
4. **Does this changes alter how the program supports the strategic plan?**
5. **What is the need for this change (supported by externally or internally derived data)?**
6. **Will this change alter the program’s impact on campus resources?**
7. **Will this change alter the relationship of the program to other existing programs? If applicable, describe how the program change may affect other departments or units. Statements from departments potentially affected by the proposal must be attached, along with any other supporting material.**

**Revised, 2019**