

# HOW TO COMPLETE A REQUEST FOR A NEW PROGRAM OF STUDY

(includes Major, Minor, Master, Additional Teaching Endorsement or Certificate)

## REQUEST FOR NEW PROGRAM OF STUDY

### 1. Open up the ACC E-form:

- Enter Submitter Details
- Enter Program Title (as will appear in the Catalog and submitted to HECB), then tab
- Enter Transcript Title (as will appear on student's transcript, up to 30 characters, including spaces, commas, etc.), then tab

### 2. Complete details in Section A: Type of Program:

- Select if new program being proposed is a Major, Minor, Master, Teaching Additional Endorsement or Certificate.

### 3. Complete details in Section B: Program Details:

- List the **total number of credits** for the program; if a range – list the range.
- List very clearly the **Program description or introduction**.
- List the **Admission and Declaration** process.
- **Grade Requirements:** By default the minimum grade requirements for programs is C- unless the program is a Teacher Ed program or has special ACC permission to require a passing grade of higher than C-.
- List the Program Requirements: Clearly list the required course sequence, field experiences etc.
- List all NEW Courses specifically developed for this program. Submit the appropriate request form for each new course, along with this form to the appropriate curricular committee.
- Select the Program Site

### 4. Complete details in Section C: Impact on Resources:

- Complete details on Equipment needs, then tab
- Complete details on Personnel needs, then tab
- Complete details on Library needs, then tab
- Complete details on Proposed Fees, then tab. Remember to complete the appropriate course fee forms for new fees being proposed for the new course.

*Note: Once program of study has been approved by ACC, final HEC Board approval is required before Catalog changes can be made and program of study is offered by the academic program at Main or Off-Campus sites.*

### 5. Complete details in Section D: Collegial Communication:

- **REQUIRED:** Complete the first question in this section:

**'Have faculty in the department/program been notified and approve this proposal?'**

**Select appropriate button for approval by other departments/programs in the college**

**When courses from other departments or programs are listed as a 'requirement' or 'elective', this could have an impact on the demand and access of those courses.**

- List other entities (e.g., Departments, Programs) that could be affected by the proposal. Departments or colleges affected by these changes **MUST** be notified and agreement with the changes must be obtained before sending the form forward. Send the form to each person/entity identified and receive comments **PRIOR** to submitting to the Curriculum Council. If a department or college has been notified and has not responded, please note that in this field.
- Enter contact person and details in the comment box. You will route this e-form to the appropriate department/program chair for comment and confirmation of course form details. Examples of comments can include advisor contact details or if a course will be team taught by different faculty from different departments/programs.

**Select appropriate button for approval by other department/programs in other colleges**

- Enter contact person and details in the comment box. Examples of comments can include advisor contact details equivalency details or if a course will be team taught by different faculty from different departments/programs. You will route this e-form to the appropriate department/program chair for comment and confirmation of course form details.

## CAREFULLY PROOF YOUR FORM

### **NOTE ON SECTION E: HECB Notification and Final Approval Status:**

- This section will be completed by the Provost's Office/Bev Jones and the Catalog Coordinator
- When final HECB approval is confirmed by the Provost's Office – the Catalog & Other Administrative offices will create the appropriate program and major codes. Financial Aid will be notified.

### **6. E-Form Approval Process:**

- Submitter emails e-form to Department Chair/Program Director
- Department approves new program of study proposal or sends back to submitter for correction
- Upon final department approval – Department Chair/Program Director forwards e-form to College Curricular Committee
- New program of study proposal is reviewed by College Curriculum Committee. If approved College Curriculum committee forwards the e-form to other College or Curriculum Committees, if applicable, (e.g. CUE, TCCC, Graduate Council). If additional approval is not required by other curricular committees – the College forwards the e-form to the Catalog Coordinator

### **7. FINAL APPROVAL OF ACC FORM:**

- **After your ACC form has been approved by ACC (via curricular Minutes) and the Faculty Senate, the Catalog and Curriculum Coordinator will enter the details in the University Catalog for the effective catalog year and lock the E-Form.**
- **The locked E-Form will automatically be sent to the original submitter of the form.**

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## **Useful details regarding Program of Study Proposals**

**Major:** All majors must attain final ACC and HECB approvals before they can be listed in the University Catalog and offered at either Main or Off-Campus sites.

Major degree types include: BA, BAE, BFA, BMUS, BS

**Minor:** All minors must attain final ACC approval before they can be listed in the University Catalog and offered at either Main or Off-Campus sites.

**Masters:** All masters must attain final ACC and HECB approvals before they can be listed in the University Catalog and offered at either Main or Off-Campus sites.

Master degree types include: MA, MBA, MEd, MIT, MMUS, MPAcc, MS

**Certificates:** All certificates must attain final ACC approval before they can be listed in the University Catalog and offered at either Main Campus, Off-Campus sites, or both.

There are two kinds of certificate offerings at Western – WWU Certificate (Non-Degree) and State Issued Certificate Preparation (Non-Degree).

Undergraduate Program Certificates less than 45 credits – no approval required from HECB.

Master Program Certificates less than 36 credits – no approval required from HECB

**Additional Teaching Endorsement:** All additional endorsements must attain final ACC approval before they can be listed in the University Catalog. Additional teaching endorsement curriculum leads to an endorsement but is not delivered through a major.

**HECB** – (Washington State) Higher Education Coordinating Board

**NWCCU** – Northwest Commission on Colleges and Universities

ACC/New Program of Study Form Instructions Link: LVZ October 2011