**Proposal to Modify or Inactivate an Existing Program in** **CEHD**

**Complete the items below and return this form to** **cehdclss@gmu.edu** **for entry into** **CIM.**

**This document addresses the specific curricular information needed to modify an existing program. This proposal must be fully approved by the Undergraduate or Graduate Council (and, if required,** **SCHEV or SACSCOC) by the end of April to be eligible for publication and activation in the next University Catalog. Proposals approved after the publication deadline will be** **rolled to update a future edition of the catalog. For more information, see the information provided by the University about** [**Academic Program Development**](https://provost.gmu.edu/academics/academic-program-development)**.**

**Submitter Information**

* **Name**:
* **Email** **Address**:
* **Phone** **Extension**:

**Which degree program or certificate (including concentration(s) as applicable) are you proposing to modify? Include the Banner Code(s).**

**What type(s) of modification are you proposing? (Mark all that apply.)**

*(Full program titles may not be edited on existing programs. To retitle an existing program, you must first submit a proposal to create a new program which reflects the new program title and then submit a proposal to inactivate the existing program.)*

[ ]  changing the Banner title (no more than 30 characters)

[ ]  changing admission requirements

[ ]  changing program policies

[ ]  adding or removing a licensure component

[ ]  changing degree requirements

[ ]  changing the total number of required credits

[ ]  modifying a concentration

[ ]  adding a concentration

[ ]  deleting a concentration

[ ]  changing delivery format for the program

[ ]  adding a new delivery format for the program

[ ]  inactivate program

[ ]  other

**Is this program jointly owned or collaboratively operated with any other CEHD or Mason programs?**

[ ]  No

[ ]  Yes (explain below)

**Does this program include content which is taught in other programs within CEHD or Mason?**

[ ]  No

[ ]  Yes (explain below)

**Justification for Requested Change(s)** *(Clearly explain each change you are proposing, including inactivation, and why it is needed.)*

**Additional Program Information**

For all modifications other than inactivation, complete the information below. This information is required by the Office of Accreditation and Program Integrity.

|  |  |
| --- | --- |
| List any courses that are offered 100% online (even if also offered in other formats). |  |
| Can students pursue the program on a full-time basis, part-time, or both? | [ ]  full-time[ ]  part-time[ ]  both |
| What is the primary delivery format for the program? | [ ]  face-to-face only (no courses in the program are offered online)[ ]  distance learning only (program is only offered 100% online)[ ]  both face-to-face and distance [ ]  hybrid (includes both face-to-face and online instruction, but the program cannot be completed 100% online) |
| Does any portion of this program occur off-campus? If yes, please provide off-campus details. | [ ]  No[ ]  Yes (provide details below) |
| Are you working with a vendor or other collaborators to offer your program? | [ ]  No[ ]  Yes |
| Could this program prepare students for any type of professional licensure, in Virginia or elsewhere? If so, please explain. | [ ]  No[ ]  Yes (explain below) |
| Are you adding or removing a licensure component? | [ ]  No[ ]  Yes |

**Additional SCHEV & SACSCOC Information**

For all modifications other than inactivation, complete the information below. This information is required for SCHEV and SACSCOC.

|  |  |
| --- | --- |
| Is this change a simple retitling of an existing program, with no other changes, to any existing program content, curriculum requirements, etc.? | [ ]  No[ ]  Yes |
| Does this change represent a repackaging of content in an existing approved degree/certificate program at the same instructional level (i.e., baccalaureate, master's, or doctoral)? | [ ]  No[ ]  Yes |
| Are you adding a significant amount of new (not repackaged) course content to the degree program? If yes, please indicate the percentage of total program credits containing new course content. | [ ]  No[ ]  Yes[ ]  0-24%[ ]  25-49%[ ]  50-100% |
| Does this change include the addition of a distance education or face-to-face method of delivery for this program? | [ ]  No[ ]  Yes |
| Does this change include the addition of a course/credit-based competency-based education delivery option? | [ ]  No[ ]  Yes |
| Will any additional equipment/facilities be needed? | [ ]  No[ ]  Yes |
| Will any additional faculty be required? | [ ]  No[ ]  Yes |
| Will any additional financial resources be needed? | [ ]  No[ ]  Yes |
| Additional library/learning resources needed? | [ ]  No[ ]  Yes |

**Is this a Green Leaf Program?** *(Green Leaf academic programs focus on sustainability, usually including a required set of Green Leaf courses in order to cover the social, economic, and environmental dimensions of sustainability.)*

[ ]  No

[ ]  Yes

**Will this program modification affect your program’s accreditation?**

[ ]  No

[ ]  Yes (explain below)

**Proposed Changes to Catalog Language (if applicable)** *(Copy and paste the current catalog language into the column on the left. Then paste this information in the column on the right and use tracked changes to indicate proposed changes. You may also attach a separate document using tracked changes.)*

|  |  |
| --- | --- |
| **Existing Catalog Language** | **Proposed Catalog Language** |
|  |  |