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| 1. Institutional Accreditation. Is the proposal considered a minor or major substantive change per NWCCU Guidelines? Consult the institutional Accreditation Liaison Officer for more information. *[Choose one]*

Not Substantive\_\_\_\_\_ Minor Change\_\_\_\_\_ Major Change\_\_\_\_\_1. Program Accreditation. If applicable, describe specialized program accreditation requirements that inform this proposal, including the specific accrediting body and a summary of the standards being met. *[300 words]*
 |
| 1. **Program Summary:** List the program learning outcomes for the proposed program. Use assessable learner-centered statements that indicate what students will know and be able to do, upon completing the program.
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| 1. List the aggregate credits required to complete the program using the following table.

|  |  |
| --- | --- |
|  | Credits |
| Credits in required courses offered by the department offering the program |  |
| Credits in required courses offered by other departments |  |
| Credits in institutional general education curriculum |  |
| Credits of free electives |  |
| Total credits required to complete the program |  |

 |
| 1. Please include a complete listing of the proposed new curriculum in Appendix A of this document.
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| 1. Need for the program. What specific student, regional, and statewide needs is the institution responding to with the proposed program? How will the proposed program meet those needs? Consider workforce, student, economic, societal, and transfer needs in your response as appropriate. *[250 words]*
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| 1. **Similar programs.** Use the table below to identify and describe the relationship between any similar programs within the Montana University System.

|  |  |  |  |
| --- | --- | --- | --- |
| Institution Name | Degree | Program Title  | What is the program enrollment for the last three academic years? |
|  |  |  |  |
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| 1. Describe how this program’s learning outcomes are related or tied to other programs on campus or within the Montana University System. *[100 words]*
2. If the proposed program substantially duplicates another program offered in the Montana University System, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. *[200 words]*
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| 1. Describe any efforts that were made to collaborate with similar programs at other institutions, including specific contacts and their institutional affiliations. If no efforts were made, please explain why. *[200 words]*
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| 1. **Program assessment.**
2. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program. When will assessment activities occur and at what frequency? Refer to specialized program accreditation assessments where appropriate. *[150 words]*
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| 1. What direct and indirect measures will be used to assess student learning? *[100 words]*
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| 1. How will you ensure that the assessment findings will be used to ensure the quality of the program? *[100 words]*
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|  |

Signature/Date

**College or School Dean:**

**Chief Academic Officer:**

**Appendix A – Proposed New Curriculum**