PROGRAM ACTION REQUEST FORM

Please note: All requests must be approved by the Department Chair, College Curriculum Committee, Dean/Associate Dean, the External Department Chair(s) (if the proposal impacts or involves another program), and the Graduate School (if required) before submission to the Office of the University Registrar for final review and approval. Be sure to submit requests in a timely manner, in accordance with established catalog deadlines.

College/School:	Department/School:
Requestor's Name:	Requestor's Email:
Program Level:	Proposed Effective Date (SEM/YR):
Type of Program:	
Name of Degree or Certificate Program (include major or concentration, if applicable):	

PROPOSED ACTION

- ☐ New Undergraduate Certificate Program
- ☐ New Graduate Certificate Program
- ☐ Add/remove delivery format to online, hybrid, in-person
- ☐ Change name, CIP code, and/or designation of a degree/certificate
- ☐ Change program purpose/focus
- ☐ Add/reduce program credit hours
- ☐ Change licensure-qualifying status
- ☐ Add/revise/discontinue major (undergrad) or concentration (grad)
- ☐ Change GPA requirement (Grad only)
- ☐ Change degree or curriculum requirements
- ☐ Change continuance requirements
- ☐ Change exit/graduation requirements
- ☐ Change to admissions requirements
- ☐ Other:

RECOMMENDATIONS: ***Information on the following pages must be completed before signatures are obtained***	
Requestor	
Department Chair	
External Department Chair(s), if appropriate	
Chair, College Curriculum Committee	
College Dean/Associate Dean	
Dean, Graduate School or designee ***(required for graduate programs only)***	
SEND TO the Office of the University Registrar at courseleaf@odu.edu for the additional reviews and approval below*	
Office of the University Registrar	
Office of Institutional Effectiveness & Assessment	
Provost or Designee Final Approval	

After final approval by the Provost, the Office of the University Registrar will provide copies of the form to the SCHEV Liaison, the Office of Institutional Research, and relevant college(s) and departments.
NOTE: DO NOT UPDATE OR REMOVE CATALOG CONTENT UNTIL APPROVAL IS RECEIVED.

1. Description of Proposed Change:

2. Rationale for Proposal:

3. Program, Major/Concentration, or Certificate Description and Requirements (*to be used for Catalog text*):

   If proposal includes new or revised courses, please submit the appropriate information through the online Course Inventory Management (CIM) process in CourseLeaf (nextcatalog.odu.edu/courseadmin). Note: Specific content courses are expected for each *certificate* proposal. **(Attach additional sheets, if necessary.)**

   a. Admission Information *(include requirements, standards, and deadlines, if applicable):*

   b. Degree Requirements:

c. Curriculum *(Include complete Course List and/or Plan of Study – Indicate total number of credit hours:*

d. If there is an increase or decrease in the total number of credit hours required for the degree, please specify and explain the change.

e. Continuance Requirements, if applicable:

f. Exit or Graduation Requirements, if applicable:

4. Assessment Plan for new or revised programs, majors/concentrations, or certificates: Completed in coordination with the Assistant Director for Assessment. Please provide a summary of the planned assessment action.

5. Target Audience, if new degree, major, concentration, or certificate *(be specific)*:

6. Course Delivery Modes *(please note if a new delivery mode is being added or if the delivery mode is changing)*:

7. Additional funding needed beyond existing resources:

FOR ADMINISTRATIVE USE ONLY

ADMINISTRATIVE CODING

Effective Term:_____ Major Code: _____

College:_____ Degree Code: _____

Department: _____