**Proposal Template for Minor, Pre-Major, Certificate,**

**and Credential Programs**

Campuses are not required to submit notification to the Office of the Chancellor for new minors or certificates.

The information required for review and approval of a proposed minor, pre-major, certificate, or credential is less detailed than for a full degree major program. Requests should follow the format below.

1. Name of the school submitting the request, the exact title of the proposed program, and type of program.

**[**School/College submitting request: ]

**[**Program Title: ]

**[**Program Type Requested: ]

1. Department(s) to offer the aggregate of courses. **[**Provide rational for the specific department(s) participation and explain how other departments, which might share an interest, were consulted during the proposal.**]**
2. Purpose and need of the proposed aggregate of courses. **[**Describe the educational objectives and program level student learning outcomes; relationship to institutional mission and plans for evaluation of the effectiveness of the program. Describe or attach relevant guidelines from accrediting agencies that have been considered or incorporated into the proposal.**]**
3. New courses to be developed. Include proposed catalog descriptions. **[** If new courses are included in the program, *NEW COURSE REQUEST* forms MUST BE SUBMITTED. If courses are being changed or deleted due to the development of the program, *COURSE CHANGE REQUEST* form MUST BE SUBMITTED.**]**
4. List of courses, by catalog number, title, and units of credit.

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| ***Required Courses for the program*** |
| *Catalog #* | *Title* | *Units* |
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| *Total Units Required*  |  |

1. ProvideCatalog Copy in the format used in the University Catalog. Include program requirements and other information students should know. Information contained in the catalog represents a University contract with students.
2. List of the present faculty members who would teach in the proposed aggregate of courses. **[**Identify the faculty who were instrumental in developing the program proposal and the faculty who will be responsible for implementing the program.**]**
3. If the program is to be offered in a location other than the Fresno State campus, specify the location(s). Programs proposed for off-campus or alternate modality (e.g. online) may be subject to Substantive Change Review, consult the Office of Undergraduate Studies for additional information.
4. Who are the students targeted for this program? How many students do you expect to be enrolled?
5. If a minor or certificate - Does your program have other minors or certificates in place? If yes, how many courses overlap between programs?