

Sisseton Wahpeton College

Guidelines for Completing New Curriculum/Program Request Form

Date:

Enter the date on which the form is completed.

Initiator:

Enter the name of the faculty member primarily responsible for developing the New Curriculum/Program Request Forms.

Subject Area:

Enter the name of the academic division in which the course will be taught.

Proposed Title:

Enter the proposed title which clearly describes the new curriculum/program.

Beginning Date:

Enter the semester and the academic year in which the new program will formally begin and accept students majoring in the program.

Degree or Certificate:

Enter the names of the degree or certificate to be awarded upon completion of the new curriculum/program.

Curriculum/Program Statement:

Develop a concise statement regarding the scope and intent of the new curriculum/program for use in the catalog.

Curriculum Description:

A. Statement of Need:

Prepare a carefully detailed description of the need for the new curriculum/program citing data that has been collected. Included should be an assessment of student interest, availability of employment, and similar additional information,.

B. Description of the Program:

Develop a detailed description of the program and its objectives. State concisely what the program will accomplish and the competencies that will be acquired by completing the program.

C. Statement of Fit:

Prepare a concise statement of the manner in which the new curriculum/program fits with the mission and goals of the college.

D. Curriculum/Program by Course and Semester:

Prepare a list of the courses, both required and elective, in which the student must complete in order to receive the degree or certificate. For each new course in the program, submit a New Course Request Form, including a course syllabus.

E. Articulation and Coordination between other programs within the College and other institutions within the state.

Provide information and evidence regarding efforts to coordinate with other faculty and programs within the Sisseton Wahpeton Community College and with other South Dakota and North Dakota colleges and universities. If the program does not require that new courses be offered, it may not be necessary to make contact with other institutions at this stage in the development of your program. Evidence of articulation could be shown from work that you have done with the catalogs of other institutions.

F. Faculty, Facilities, and Financial Requirements:

Indicate if additional full-time faculty or part-time faculty will need to be employed to teach the courses in the program each of the semesters. Identify the educational and instructional competencies and the occupational background and experience which each instructor must have for this program.

Explain any facility addition or modification that is required in order to offer this program. Develop a list of capital equipment not currently available that must be purchased or acquired in order for the program to be offered. Include an estimate of the cost, if possible.

Prepare a complete budget for one full year that will include all costs required for the initial group of students majoring in this program to complete the degree or certificate offered.