

New Programs and Curriculum Committee (NPCC) Instructions for Proposal Submissions

1. NPCC forms include the following:

- NPCC Signature Cover Page--required for ALL proposals
- Program Modification Form
- Course Change Form
- Course Addition Form
- Course Deactivation Form

2. NPCC Required Forms for Submission

a. New Programs requiring USG Board of Regents approval

- NPCC Signature Cover Page
- USG Academic Program Proposal (updated 02.22.18) with sections 1-21 complete

b. Program Modifications

- NPCC Signature Cover Page
- Program Modification Form
- If courses are being changed, added, or deactivated as part of a program modification, the requisite course forms are submitted as listed above

c. Course Changes

- NPCC Signature Cover Page
- The requisite course forms as listed above

d. Core Course Additions

- NPCC Signature Cover Page
- USG Core Course Proposal Form—Available at:
http://www.usg.edu/academic_partnerships_accreditation/committees/course_proposal_form

3. NPCC Submission Details

- a. Course syllabi are NOT required with submissions unless specifically requested by NPCC. Course syllabi are subject to the review and approval of departmental or college curriculum committees following the protocols and approval processes of those committees.
- b. Submissions are to be sent electronically to NPCC@savannahstate.edu seven (7) days prior to the scheduled NPCC meeting in word doc format. The originator or a designee must be present to discuss the proposal and respond to questions from NPCC, and for new programs, at Faculty Senate.
- c. If a proposal is approved with major changes, the revised proposal must be submitted for review and final approval at the next scheduled NPCC meeting or sent to the chair of NPCC if the changes are minor.

4. New Programs Requiring USG BOR Approval

NPCC only gives preliminary approval with the USG BOR issuing the final approval. The *USG Academic Program Proposal (updated as of 02.22.18)* with ALL sections completed must be submitted with all required signatures to the Provost/VP of Academic Affairs in accordance with USG timelines. The Office of Academic Affairs will route the document for review and signatures, then submit the proposal to the USG. The timeline for USG BOR New Program submissions can be found at the USG New Program Review link found under item 8. After final approval by the BOR, the program originator should submit the final approved program to NPCC to complete the approval process and to ensure the program and courses are entered into SSU's catalog and data systems.

5. Adding a Course to the Core

NPCC and its Core Curriculum Sub-committee only give preliminary approval. The completed *USG Core Course Proposal Form* must be completed and submitted to the Provost/VP of Academic Affairs. The Office of Academic Affairs will then submit the proposal to the USG General Education Council. The timeline for USG Core Curriculum submissions can be found at the USG General Education Council link found under item 8. After final approval by the USG General Education Council, the program originator should submit the final approved program to NPCC to complete the approval process and to ensure the course is entered into SSU's catalog and data systems.

6. New Certificate Program

After a certification program is approved following NPCC guidelines for New Programs or Program Modifications, the *USG Certificate Notification Form* must be completed and submitted to the Provost/VP of Academic Affairs. The Office of Academic Affairs will submit the notification to the USG BOR. Information about "Establishment of Certificates" can be found at the USG Program and Curriculum Changes link found under item 8.

7. Other Program or Curriculum Changes

For other types of changes than those listed above, system-level requirements can be found on the USG Program and Curriculum Changes link found under item 8. The chair of NPCC can address questions about internal processes.

8. Links to USG Curriculum Resources

USG New Program Review

https://www.usg.edu/academic_programs/new_programs

USG General Education Council

http://www.usg.edu/academic_partnerships_accreditation/committees/view/general_education

USG Program and Curriculum Changes

http://www.usg.edu/academic_programs/changes