

ILLINOIS STATE UNIVERSITY
REQUEST TO ADD HOURS TO EXISTING PROGRAM
Reporting of Financial Implications

Purpose: Proposals to increase total hours required in existing undergraduate and graduate programs (degrees, sequences, minors, and certificates) must include information concerning how the program will be financially supported to proceed through the curricular process.

Procedure: After completing this form, please print it and submit to the College Curriculum Committee for review **prior to submission of curriculum forms.**

Definition: A “program” can be a degree, a sequence within a degree, a minor, or a certificate. This form is to be used for both undergraduate and graduate programs.

Complete the following information:

Department: _____

Contact person: _____

Date: _____

Program to be revised: _____

(Note: if the proposed program is a sequence, please indicate the full degree it is housed within)

Budget Rationale

1. How many hours are to be added? _____

2. How many additional sections will be needed annually to accommodate your majors/minors? _____

3. How frequently will the course(s) be offered? _____

Eg. Every fall and spring. Once every two years.

4. Will the sections be staffed primarily by: ___tenure-line faculty or ___non-tenure-line faculty?

5. Itemize the costs of the added hours, including costs from other departments or schools if applicable. Please append letter from the chair or director of the cooperating unit:

Staff time: _____

Operating expenses: _____

6. What is the funding source? _____

7a. How will the additional hours affect time to degree? ? (Note: It may be necessary to consult with advising staff to provide evidence for answers to these questions.)

7b. When will students typically take the course? (for example, spring sophomore year or fall junior year)

7c. Will transfer students be affected differently than students who began at Illinois State?

8. Have other options been considered, including incorporating the new material into existing courses and cutting other courses or hours to compensate for the addition? If your accrediting or licensure body is requiring additional hours (as opposed to content or standards), please attach that document.

Routing and action summary – in sequential order:

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|----|--|---------------|
| 1. | _____ | _____ |
| | Department/School Curriculum Committee Chair | Date Approved |
| 2. | _____ | _____ |
| | Department Chairperson/School Director | Date Approved |
| 3. | _____ | _____ |
| | College Dean | Date Approved |
| 4. | _____ | _____ |
| | Provost | Date Approved |

Once approved (up to the Provost), include this form with the curricular proposal for the program. The form can be scanned and uploaded to the program proposal. Further approvals will be assumed when the program proposal is approved online (for CCC chair, CTE chair-if needed, and UCC chair).