**Program Approval Form**

For approval of new programs and deletions or modifications to an existing program.

**Action Requested:**
- [ ] Create New (SCHEV approval required except for minors)
- [ ] Inactivate Existing
- [x] Modify Existing (check **ALL** that apply)
  - Title (SCHEV approval required except for minors)
  - **Concentration** (Choose one):
    - Add
    - Delete
    - Modify
  - Degree Requirements
  - Admission Standards/ Application Requirements
  - Other
  - Changes:

**Type** (Check one):
- [ ] B.A.
- [ ] B.S.
- [ ] Minor (req. C3 approval)
- [ ] M.A.
- [ ] M.S.
- [ ] M.Ed.
- [ ] Ph.D.
- Undergraduate Certificate* (req. C3 approval)
- Graduate Certificate*
- Bachelor's/Accelerated
  - Master's
  - Other:

**College/School:**

**Submitted by:**

**Department:**

**Ext:**

**Email:**

**Effective Term:**

Fall 2016

**Please note:** For students to be admitted to a new degree, minor, certificate or concentration, the program must be fully approved, entered into Banner, and published in the University Catalog.

**Justification:**

(attach separate document if necessary)

Admission requirements were updated and effective for the Fall 2016 admission cycle.

**Program Title:** (Required)

Title must identify subject matter. Do not include name of college/school/dep.

**Concentration(s):**

**Admissions Standards / Application Requirements:** (Required only if different from those listed in the University Catalog)

See below

**Degree Requirements:**

Consult University Catalog for models, attach separate document if necessary using track changes for modifications

**Courses offered via distance:**

(if applicable)

**TOTAL CREDITS REQUIRED:**

*For Certificates Only: Indicate whether students are able to pursue on a
  - [ ] Full-time basis
  - [ ] Part-time basis

**Approval Signatures**

3/15/16

Department: [Signature]

College/School: [Signature]

Provost’s Office: [Signature]

**For Minors and UG Certificates only (Cross-College Curriculum Committee Approval)**

**Unit Name** | **Unit Approval Name** | **Unit Approver’s Signature** | **Date**
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If this program may impact another unit or is in collaboration with another unit at Mason, the originating department must circulate this proposal for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this proposal.
Admission Requirements

Applicants must hold a four-year (120-credit) baccalaureate degree from an accredited institution and have earned a GPA of 3.00 or better in the last 60 credits. Other requirements are as follows:

- Submit the appropriate application forms with three letters of recommendation from people directly knowledgeable of the applicant’s professional and academic competence, a one-page goals statement, and a work résumé.
- Submit a department self-evaluation form. A department self-evaluation that is essential for evaluating foundation requirements by the department faculty. This form may be obtained from the department office or the department web page, and available on the online application. Complete the self-evaluation section of the online application. This information is used by the admissions committee to assess an applicant’s academic preparation for the MS program. Students with some deficiencies in preparation may be admitted provisionally pending completion of foundation courses required for the program.
- The GRE is only required for those who have not earned a Bachelor’s degree from a US Institution.
- International students must submit their TOEFL score English proficiency scores.