



Curriculum Review Committee

Curriculum Manager (Assistant Registrar): 775-753-2279
email: curriculum@gbcnv.edu

New Program Instructions

Please note, the New Program form is a fillable PDF which allows (1) easy editing, (2) digital signatures, and (3) electronic delivery (required). This form will not be accepted in hard copy format.

SECTION 1: Submitter Information

1. Complete the section using your information as submitter.
2. **Please make sure your Department Chair has signed before you submit the form to the Curriculum Manager (Assistant Registrar).**

SECTION 2: New Program Information

Effective Term: The first term the program will be offered (example: Fall 2021).

VPAA Signature: The signature of the Vice President of Academic Affairs is required to ensure that the submitter has prior approval to create a new program and that it is listed on the NSHE approved GBC 5 year academic plan.

Program Title: (Example: Bachelor of Applied Science – Instrumentation)

Is this program being offered at any other NSHE institution? Circle the institution which offers this same program.

Program Delivery Method: Circle the delivery method proposed for this new program and include a brief description.

Catalog Page: Please provide a sample of the programs catalog page including a 2 or 4-year plan of study.

(Bachelor Degree ONLY):

Admission Term Deadline: Provide the term in which admission to the program is required for the fall semester start date.

Admissions Requirements: Provide detailed information for admission requirements into the program.

Degree Requirements: Provide which associates degree is required as part of the admissions requirements.

SECTION 3: Approvals

- The electronic Curriculum Review Committee form and scanned supporting documents must be submitted to the Curriculum Manager for review first. **Do not submit directly to Curriculum Review Committee Chair.**
- The Curriculum Review Committee form must include signatures from submitter, Department Chair, and then **submitted to the Curriculum Manager via email to curriculum@gbcnv.edu.** Forms submitted without all signatures will be returned to submitter.
- During the review process, clarifications may need to be made and/or corrections to the form may be necessary. The Curriculum Manager will return all forms to submitter electronically for requested changes.
- Once the documents have been vetted (common course numbering, course catalog, PeopleSoft, etc.), the Curriculum Manager will contact the submitter and Curriculum Review Committee Chair on the next available meeting agenda.
- Tutorial on creating a Digital Signature in Adobe. Use the link below for this one time set up.
<https://helpx.adobe.com/acrobat/using/digital-ids.html>

All completed forms and supporting documents must be submitted via email to curriculum@gbcnv.edu.