

Appendix C

Program Proposal Form

NEW PROGRAM: Refer to the requirement checklist found in Appendix D.

CHANGE or **DELETION,** attach a statement of justification to this form.

For Change / Deletion Proposals:

Indicate type of change(s) - Check all that apply:

Title Number Prerequisite(s) Credit Hours Description Deletion Other

Please provide a **brief** description of the proposed change or deletion:

add MPT 103 Introduction to medical assisting as a program requirement for the Medical Assisting Program.

For New Program Proposals:

Proposed Program Name: NA

Department: _____

Certificate Associate of Arts Associate of Science Associate of Applied Science

Total Credit Hours: _____

Prerequisites: _____

Associated Fees: _____

Associated Library/AV materials: _____

Program(s) affected: Medical Assisting

Please use rationale, format and responses that are consistent with college and MCCS policies. Course fees require a documented and itemized list of expenses per student and will require an application to the MCCS Board for approval. When appropriate attach current catalogue listing.

Department Chairs and Academic Dean Signatures and Chair Initials

Signatures of department heads affected by this proposal and the Academic Dean must be obtained prior to submission. Signatures denote consultation only.

Submitted by: *Arthia Monaghan*

Arthia Monaghan 10/20/19

Academic Dean: *Ken K. [Signature]*

A.C.C. Chair Initials & Date: *RM C 10-29-19*

Academic and Committee Chair Signature

Signature of the Chair denotes that the proposal has been approved by the ACC.

Randal L. M'Gonick

Academic & Curriculum Committee Chair

FEB. 4, 2020

Date

Final Approval Signature

Susana Mago

WCCC President

02/07/20

Date