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		Issue No.:	<b>1</b>
		Revision No.:	<b>1</b>
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**GUIDELINES FOR REQUEST OF THE ADOPTION OF THE CURRICULUM**

**A. Definition of the Proposed Adoption of an existing Degree Program**

1. Full and exact name:  
Existing Program: \_\_\_\_\_
2. Year of intended implementation: \_\_\_\_\_
3. Names of department/division, college/school and campus that would offer the adopted program/major/specialization  
Department/Division: \_\_\_\_\_  
College/ School: \_\_\_\_\_  
Campus: \_\_\_\_\_
4. Letter Request to the Mother Unit for the Adoption of Curriculum

**B. Feasibility Study to include:**


1. Rationale for the Adoption of an existing curricular program:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Management capability, administrative competence and qualifications of management personnel.

Name of Personnel	Designation	Educational Qualification	Administrative Experience

3. Market Viability in terms of
  - a. Demand for graduates/employment opportunities (at least in the next five years)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Prospective students (enrollment projection)

	Year 1 (2019-2020)	Year 2 (2020-2021)			
Prospective					

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Number of Enrollees					
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- c. Presence of existing higher education institutions (HEIs) offering same program and specialization within the area:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Financial viability in terms of sustainability of operation such as (please request the help of the Finance Office):

- a. Projected income and expenditure


- b. Schedule of proposed tuition and other fees (in matrix form):

### C. Curriculum

1. Distribution of subjects per semester and year level:

Year Level: \_\_\_\_\_


Semester: \_\_\_\_\_

Course Number	Descriptive Title	Total Number of Units			Total Number of Hours			Prerequisite
		Lec	Lab	Total	Lec	Lab	Total	
	Total							

2. Comparison of the Proposed Adoption of Curriculum with CMO

#### A. Summary of Units per Area

Courses	CMO No. _____ Series of _____	Proposed Adoption of Curriculum
General Education Courses		
Core Courses		
Major Courses		
Professional Education Courses		
Elective Courses		

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PE Courses		
NSTP		
Total		

Note: For graduate school, the clustering of courses may differ.

B. Summary of List of Courses per Area

<b>Courses</b>	<b>CMO No. _____ Series of _____</b>	<b>Proposed Adoption of Curriculum</b>
General Education Courses	Ex. Course A (3,0) Course B (2,1)	Ex. Course A (3,0) Course B (2,1)
Core Courses		
Major Courses		
Professional Education Courses		
Elective Courses		
PE Courses		
NSTP		
Total		

Note: For graduate school, the clustering of courses may differ.

3. Course description (for all courses)

4. Curriculum Mapping (Vertical and Horizontal Alignments of the existing curriculum)  
Graduate School


- All courses must be vertically mapped with Program Outcomes and Teaching Learning Activities and Assessment Strategies.

Undergraduate

- All courses must be vertically mapped with Program Outcomes and Teaching Learning Activities and Assessment Strategies.

A. General Curriculum Mapping (Vertical Mapping of Courses and Program Outcomes)

<b>Courses</b>	<b>Degree Program Outcomes</b>					
	A	B	C	D	E	...
1. Course A						
2. Course B						
...						

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B. Detailed Curriculum Mapping (Vertical Mapping of Courses' Learning Outcomes and Program Outcomes)

Courses	Course Learning Outcomes	Degree/Program Outcomes					
		A	B	C	D	E	...
1. Course A	1.						
	2.						
	3.						
2. Course B	1.						
	2.						
	3.						
...							

C. Horizontal Mapping (Courses' Learning Outcomes in relation to Teaching Learning Activities and Assessment Strategies)

Courses	Course Learning Outcomes	Teaching and Learning Activities	Assessment Strategies
1. Course A	1.		
	2.		
	3.		
2. Course B	1.		
	2.		
	3.		
...			

5. Admission, retention and graduation requirements:


6. Provision for meeting accreditation, certification or other requirements, where applicable:

D. Resources of the Proposed New Program/Specialization

1. Library Holdings

- List of existing and proposed books, journals, magazines, etc. supporting the program (list should include author, title of book, year of publication and number of volumes). Include budget for the proposed list of new acquisition.

Title (Existing)	Author	Year of Publication	Number of Volumes	
A. Books				
B. Journals				

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C. Others (E-sources)				
<b>Title (Proposed)</b>				<b>Budget Needed</b>
A. Books				
B. Journals				
C. Others (E-sources)				

2. Equipment (list of equipment and other instructional devices/aids)


List of Equipment	Number of Units (In good condition)	
A. Existing		
1.		
2.		
3.		
B. Proposed		<b>Budget Needed</b>
1.		
2.		
3.		

3. Physical Facilities needed for each year of the implementation within four years:

No. of Rooms Needed	Year of Implementation			
	1 <sup>st</sup> AY : _____	2 <sup>nd</sup> AY : _____	3 <sup>rd</sup> AY : _____	4 <sup>th</sup> AY : _____
Lecture Rooms				
Laboratory Rooms				

5. Faculty

Faculty Courses	Name	Educational Qualifications	Nature of Appointment (Permanent/Temporary)	Status (Fulltime/ Part-time)	No. of years of Teaching Experience	Course to be taught	Professional License
A. General Education							
B. Professional							
C. Major							

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**Note:**

- ***There must be at least three (3) faculty members or more as the CMO requires in the specialization/major areas prior to offering of the program.***  
***All CHED requirements must be complied prior to application for Certificate of Program Compliance (COPC). The application to CHED will be signed by the University President.***

*References:*

*CHED RO6 Program and Standard Updates and Concerns for 2012*  
*WVSU Existing Policy on Proposed Offering of New Program*  
*CHED Program Application Checklist*

Prepared by:

Reviewed By:

\_\_\_\_\_  
**Proponent/s**

\_\_\_\_\_  
**Dean of the College/ Dean of Instruction**  
 Local Curriculum Review Committee Chairperson

**Noted by (For External Campus):**

\_\_\_\_\_  
**Campus Administrator**