AA-6 Program Proposal/Change Form (for all program changes and new program proposals)

Department:       College:

Contact Person for this proposal:       Phone Number:

Provost Office approval/action:

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| **Once curriculum is approved and processed the departments need to work with the Registrar’s Office to ensure degree audits are accurate.** |

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| 1. Type of Request (check all that apply) [ ] Program change (check all that apply)  (Program CIP code:      )  [ ] add courses to program mix [ ] delete courses from program mix [ ] change course prefix/number/title to program mix [ ] add concentration [ ] delete concentration [ ] update program description [ ] change non-course program description requirements [ ]  New Undergraduate/Masters Program(Attach Appendix A in #13) (Program CIP code:      )  [ ]  New Doctoral Program (Attach Appendix B in #13)  (Program CIP code:      ) [ ]  Program deletion (Attach Appendix D)  (Program CIP code:      )  [ ]  Other (specify):       | 2. [ ] Current or [ ] New Program Title:           3. [ ] Current or [ ] New Degree Title (BS, BA, etc.):      4. Level of [ ] Current or [ ] New Program (check all that apply):  [ ] undergraduate [ ] graduate  [ ] degree program [ ] masters [ ] minor [ ] specialist [ ] ug certificate [ ] doctoral [ ] post baccalaureate certificate [ ] graduate certificate [ ] ug concentration [ ]  graduate concentration [ ]  post masters certificate |
| 5. What is being proposed and why (or brief description of change)? :       |
| 6. Discuss the congruence of the request with goals and plans of the department, college and university.       |
| 7. If proposal is a change to an existing program copy and paste the program requirements from the PROPOSED 2010-2011 catalog and track changes. If this is a new program provide the program description in catalog format:        |
| 8. Total number of hours for the Program:       | 9. If new program or substantive change to program attach Library Consultation in #13. |
| 10. Will this proposal affect requirements in any other degree program, minor or plan of study? [ ] yes [ ] no ( A report can be accessed in banner to assist you at ReportsPortal>Curriculum>CourseImpact.) If yes, list programs/departments and attach consultations from each.       |
| 11. Will approval of this proposal result in the need for additional faculty, equipment, supplies and/or support? [ ] yes [ ] no  If yes, explain what is needed and how resources will be provided:      |
| 12. \*Semester and year proposal to become effective:      \* The change will be effective the fall term of the academic year immediately following approval unless a different date is established in cooperation with the Registrar’s Office. The department is responsible for contacting the Registrar’s Office.  |
| 13.Provide consultations and other information here as needed.      |

Technical Review Checklists are on the next page.

**Undergraduate Program of Plan of Study Proposal Technical Review Checklist**

1. \_\_\_\_\_ Appendix A or B and Cover Sheet is included--- complete with hard data justifying numbers of majors proposed (for new programs
2. \_\_\_\_\_ Degree title change is to be prepared on an AA-5
3. \_\_\_\_\_ Minor is between 15-24 hours
4. \_\_\_\_\_ Consultation forms attached from the library and department(s) as needed
5. \_\_\_\_\_ no less than 120 hours and no more than 128 hours required in the program
6. \_\_\_\_\_ all concentrations have equal number of hours in the program (may include different number of electives)
7. \_\_\_\_\_ concentration does not exceed 26 hours
8. \_\_\_\_\_ majors with 27-45 hours require minor, second major or other approved program
9. \_\_\_\_\_ 46-64 hours in majors that do not require a minor or second major
10. \_\_\_\_\_ 50% of courses required in the major at the 300-400 level
11. \_\_\_\_\_ 25% of the total degree program courses are required at the 300-400 level
12. \_\_\_\_\_ 8 semester plan attached and accurately reflecting LS requirements as well as requirements in the major
13. \_\_\_\_\_ Catalog format for degree (consider all that apply):

Major Title Degree (total hours)

Admission to the Program requirements as well as any other requirements (i.e. maintain 3.0 in major, etc)

Liberal Studies requirement statement (and specific guided LS courses if needed)

Major Requirements

 Core Requirements (credit hours)

 List of Core Requirements

 Concentration OR second major /minor statement (credit hours required)

 Concentration I Title

 List of requirements for this concentration

 Concentration II Title

 List of requirements for this concentration

Guided Electives

General Electives

**Graduate Program Program of Study Technical Review Checklist**

1. \_\_\_\_\_ Appendix A (B for doctorate) and Cover Sheet complete with hard data justifying numbers of majors proposed
2. \_\_\_\_\_Appendix F for distance program (with Distance Education Impact Cover Sheet attached)
3. \_\_\_\_\_ Consultation forms attached from the library and department(s) as needed
4. \_\_\_\_\_ all concentrations have equal number of hours in the program
5. \_\_\_\_\_ 50% of courses required for master’s degree at 600 level or above
6. \_\_\_\_\_ 50% of courses required for education specialist degree at 700 level or above
7. \_\_\_\_\_ at least 24 hours must be earned as resident credit hours
(check with the Graduate School about rules for distance programs)
8. \_\_\_\_\_ teacher education programs require at least 1 semester of full time graduate work
9. \_\_\_\_\_ must be stipulated that degree programs must be completed within 6 years
10. Catalog format for the graduate degree

 Major Title Degree (total hours)

 Admission to the Program requirements as well as any other requirements (i.e. maintain 3.0 in major, etc)

 Major Requirements

 Core Requirements (credit hours)

 List of Core Requirements

 Concentration OR second major /minor statement (credit hours required)

 Concentration I Title

 List of requirements for this concentration

 Concentration II Title

 List of requirements for this concentration

 Guided Electives

 General Electives