AA-6 Program Proposal/Change Form (for all program changes and new program proposals; any proposals/changes that impact the Liberal Studies Program must be submitted on an AA-5)

Department:       College:

Contact Person for this proposal:       Phone Number:       Date:

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:      )  Make program inactive (in catalog and for admissions)  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 concentration  ug concentration  post masters certificate  5. resident program distance program\* OR both  \*Distance means that 50% or more of the total program is offered off campus (face to face and/or on line). |
| 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 catalog and track changes. If this is a new program provide the program description in catalog format: | |
| 8a. Total number of hours for the full degree program or plan of study (120-128):  8b. What percent of the courses for this total degree program are taught on line or at any site other than the main Cullowhee campus?  less than 25%  26-49%  50% or more\* or  none  If Yes, is this a change from what is currently approved for the program?  yes no  (If Yes, The Office of Institutional Planning and Effectiveness will inform SACS.)  \* If 50% or more is offered as distance then Appendix F & G must be completed. Contact the Office of the Provost for more information. | |
| 9a. If new program or substantive change to program attach Library Consultation in #13.  9b. If this is a proposal or change to a distance program attach consultation from Educational Outreach. | |
| 10a.. Will this proposal affect 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 (if outside the department of this proposal).  \* If this proposal will affect **requirements** in any other program, an AA-6 will be required for that program.  10b. Will this proposal affect an existing articulation agreement? yes no (Contact the Director of Undergraduate Advising if you are not sure.)  If yes, attach a copy of the revised articulation agreement in the space provided in #13. | |
| 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. This 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 if a different date is desired.  The fall implementation date is sufficient. OR  I have contacted the Registrar’s Office and the date of implementation has been approved to be | |
| 13.Provide consultations and other information here as needed. | |

Technical Review Checklists are on the next page. Please note that any proposal concerning a certificate should abide by the Certificate Proposal

Guidelines document found in the Curriculum Forms and Resources folder in the Curriculum folder on the share drive.

**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. \_\_\_\_\_Appendix F for distance program (with Distance Education Impact Cover Sheet attached)
3. \_\_\_\_\_ Degree title change is to be prepared on an AA-6
4. \_\_\_\_\_ Minor is between 15-24 hours
5. \_\_\_\_\_ Consultation forms attached from the library and department(s) as needed
6. \_\_\_\_\_ no less than 120 hours and no more than 128 hours required in the degree program
7. \_\_\_\_\_ all concentrations have equal number of hours in the program (may include different number of electives)
8. \_\_\_\_\_ concentration does not exceed 26 hours
9. \_\_\_\_\_ majors with 27-45 hours require minor, second major or other approved program
10. \_\_\_\_\_ 46-64 hours in majors that do not require a minor or second major
11. \_\_\_\_\_ 50% of courses required in the major at the 300-400 level
12. \_\_\_\_\_ 25% of the total degree program courses are required at the 300-400 level
13. \_\_\_\_\_ 8 semester plan attached and accurately reflecting LS requirements as well as requirements in the major
14. \_\_\_\_\_ 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