

# 2027-2028 Request for Course Revision Course with Import Required

Instructions, Impact Report & Proposal Route



**\*\*Read before you begin\*\***

## Work on the Proposal

- FILL IN all fields required marked with an \*.
- Edit fields by clicking on the text in the field.
- Upload supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- LAUNCH proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow.
- Once the proposal has been launched, follow the steps to approve the proposal.

## Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- View the history of the proposal by clicking the Workflow Status tab using the bullet list icon in the right-side menu.
- View the files associated with the proposal by clicking the paperclip icon in the right-side menu to access the Files tab.

## Approve

- **Comment** on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- **Make a decision** (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

## IMPACT REPORT INSTRUCTIONS

At the top of the page, click on Run Impact Report. Copy the results of the Impact Report and paste them into the space below.

### Impact Report:\*

Copy/Paste the results of the Impact Report into this box.

Click "Impact Report" button below header and follow prompts. Paste results here.

### Is this a graduate level course (numbered 5000 or above)?\*

- Yes  
 No

"Trigger" question for Grad Council routing/approval.

Selecting yes will route the proposal to the Graduate Council.

### Do you intend for this course to fulfill a General Education requirement?\*

- Yes  
 No

"Trigger" question for Gen Ed routing/approval.

Selecting yes will route the proposal to the General Education Assessment & Innovation Committee.

### Council for Teacher Education approval needed? (Yes if any of the below are met): \*

- Yes  
 No

"Trigger" question for Education routing/approval.

*Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer "Yes" to the question and the proposal will be routed to the Council for Teacher Education.*

## Proposal Summary - Used for Generating Agenda\*

*This should only be one or two sentences that various departments/colleges can use when generating agendas.*

Information will be used for agenda.

## Hierarchy Owner\*

Which department owns the course?

## Prefix\*

*A course's Prefix (Subject) cannot be changed with this field. To change the Prefix (Subject) of a course, you must delete the old course and create a new course.*

## Code\*

*This is the 4-digit Southeastern course number.*

## Course Type

*This will be the course prefix spelled out. As an example, if a CHEM course is being modified, Chemistry will auto-populate in this field.*

Full name of course prefix. Will auto-populate.

## Instructional Format\*

Current course component will auto-populate. If it doesn't, select one.

## Name\*

Full course title. Will auto-populate.

## Credit Hour(s)

Will auto-populate.

## Description\*

Descriptive part of description only. Do not include prerequisites, credit hours, terms offered, etc.

Will auto-populate.

**Prerequisite(s):**

Current course prerequisites will auto-populate.

Will auto-populate.

**Concurrent Enrollment:**

Example: "Must be taken concurrently with EDCI 4490 and EDCI 4530."

Will auto-populate.

**Restrictions:**

Will auto-populate.

**Lab Fee required?\***

- Yes
- No

**Laboratory Fee:**

If a laboratory fee is not already indicated and the revision is to introduce one, please paste the following statement into the box above "A Laboratory Fee is required for this course."

**Grading Basis Option:**

- Graded
- Pass/Fail
- Pass/Unsatisfactory

The default for all courses is that they are graded. If this is a Pass/Fail or Pass/Unsatisfactory course, please choose one.

**Grading Basis**

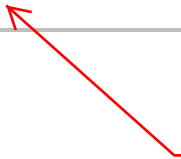
If the intent is for the course to be Pass/Fail only, Please copy the following text for the Grading Basis Text "This course is to be graded pass/fail."

**Repeatability Option\***

- Yes
- No

Only select "Yes" if this course can be repeated for additional degree credit.

**Repeatability:**



Will auto-populate if repeatable.

**Term Offered:**

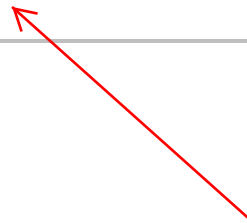
- Summer
- Fall
- Spring



Will auto-populate from workday. If no information is auto-populated, please select all that apply.

Select all that apply. If the course is offered irregularly, do not select any term.

**Notes:**



Will auto-populate.

**Rationale**



**What reason(s) prompted the need to change this course?\***

**What is the anticipated time investment of a student both in and out of the classroom in order for the student to achieve the learning outcomes for the course?\***

(see *Credit Hour Policy* and *Sample Response* for further guidance)

Enter the time investment for the course. Copy and paste from below and update.

- Credit Hour Policy
- Sample Response:

*This is a 3 credit hour course that is intended to meet face-to-face during the course of a typical 15 week semester. The approximate time requirement is a 2:1 ratio between out-of-class and in-class activities for a total of minimally 112.5 hours. Instructors of this course understand that they should strive to reach, as a minimum, this target is for a 3 credit-hour course.*

**In-class activities:** (2 days per week at 75 minutes for 15 weeks that may or may not include final exam time): 37.5 - 39.5 hours

**Required readings:** xxxxx hours

**Homework time:** xxxxx hours

**Mid-term take home exam:** xxxxx hours

**Final paper and oral presentation for course:** xxxxx hours

**Preparation time for final exam:** xxxxx hours

**Total:** xxxxx hours

**Departments/colleges that could be affected by proposed change:\***

**Have these departments/colleges been notified of the proposed change?\***

- Yes
- No
- Not Applicable

System Administrator Only



Do not add anything below this point.



**Louisiana Common Course Number:**

**UNITS\_MINIMUM**

**UNITS\_MAXIMUM**

**EFFECTIVE\_DATE**

**CRSE\_REPEAT\_LIMIT**

**UNITS\_REPEAT\_LIMIT**

**CIP\_CODE**


**COURSE\_LISTING\_NAME**

**ITEM ID (CATALOG)**

**STATUS (CATALOG)**

- Active-Visible
- Active-Hidden

# 2027-2028 Request for Program Change Program with Import Required

Instructions & Summary 

## Program Change

**IMPORT** curriculum data from the Catalog by clicking in the top left task bar.

**FILL IN** all fields required marked with an \* after importing data.

**ATTACH** supporting documentation.

Complete the **Acknowledgement** section.

**LAUNCH** proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow.

**IMPORTANT:** If you are modifying any courses within this program, please ensure a Request for Course Revision Proposal has also been submitted.

### Proposal Summary - Used for Generating Agenda\*

*This should only be one or two sentences that various departments/colleges can use when generating agendas.*

Information will be used for agenda.

### General Catalog Information

#### Hierarchy Owner\*

Owner of program. Will auto-populate.

#### Title\*

*This is the title of the Program of Study from the catalog. It will auto populate.*

Current title of program; will auto-populate.

### Summary of Program Change(s)\*

Use a bulleted list of the items, by semester, being changed.

Use this field to create a bulleted list of the changes being made.

### Program Change

You must attach a marked of curriculum layout of the changes being made. Do not modify any information in the "Curriculum" section below as these updates will be made administratively based on your attachment.

### Curriculum\*

Will auto-populate. Make no changes. It will be updated administratively.

### Program Type

### Degree Type\*

Major, minor, etc. Will auto-populate.

Bachelor of Art, Master of Science, etc. Will auto-populate.

### Program of Study Description

This will auto populate from the current catalog. If information appears, you may edit it. If there is no information pulled into the field, please do NOT add any text. The Program of Study Description is the text that currently appears above the curriculum in the catalog. Most undergraduate programs do not have this information at this time.

### Program Assessment



### What reason(s) prompted the need for this program change?\*

### Council for Teacher Education approval needed?\*

Yes

← "Trigger" question for Education routing/approval.

No

*Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer "Yes" to the question and the proposal will be routed to the Council for Teacher Education.*

**Is this a graduate program of study?\***

Yes

No

← "Trigger" question for Grad Council routing/approval.

*Selecting "Yes" will route the proposal to the Graduate Council.*

**Departments/colleges that could be affected by proposed change:\***

*If none, write "NA"*

**Have these departments/colleges been notified of the proposed change?\***

Yes

No

Not Applicable

**Acknowledgements and Attachments**



**ATTACHMENT INSTRUCTION**

Please attach a marked up document (Word or PDF) showing all changes by navigating to the right side menu and clicking "Files".

**Acknowledgement Statement\***

You must click this prior to launching.

I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

**System Administrator Only**

← Do not add anything below this point.



# 2027-2028 Request to Delete a Course Course with Import Required

Instructions, Impact Report & Proposal Route



**\*\*Read before you begin\*\***

## Work on the Proposal

- FILL IN all fields required marked with an \*.
- Edit fields by clicking on the text in the field.
- Upload supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- LAUNCH proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow.
- Once the proposal has been launched, follow the steps to approve the proposal.

## Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- View the history of the proposal by clicking the Workflow Status tab using the bullet list icon in the right-side menu.
- View the files associated with the proposal by clicking the paperclip icon in the right-side menu to access the Files tab.

## Approve

- **Comment** on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- **Make a decision** (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

**Impact Report Results:\***

Run the Impact Report using the button at the top of approval process and copy/paste the results here. The report will show every course/program affected by the deletion of this course

Click on "impact report" near the header and follow the prompts. Copy/paste results here.

**Proposal Summary - Used for Generating Agenda\***

This should only be one or two sentences that various departments/colleges can use when generating agendas.

Information will be used for agenda.

**Is this a Graduate level course (numbered 5000 or above)?\***

- Yes
- No

"Trigger" question for Grad Council routing/approval.

Selecting yes will route the proposal to the Graduate Council.

**Does this course count for General Education?\***

- Yes
- No

"Trigger" question for Gen Ed routing/approval.

Selecting yes will route the proposal to the appropriate committee.

**Council for Teacher Education approval needed? (Yes if any of the below are met): \***

- Yes
- No

"Trigger" question for Education routing/approval.

Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer "Yes" to the question and the proposal will be routed to the Council for Teacher Education.



**Hierarchy Owner\***

Owner of the course; will auto-populate.

**Name\***

*This is the course title. It will auto populate.*

Full course title. Will auto-populate.

**Prefix\***

Will auto-populate.

**Code\***

Course number, will auto-populate.

**Description\***

*This field will auto populate and is the current catalog description of the course being deleted.*

Will auto-populate.

**Rationale**



**What reason(s) prompted the need to delete this course?\***

**Other departments/colleges that could be affected by this deletion:\***

**Have these departments/colleges been notified of the proposed deletion?\***

- Yes
- No
- Not Applicable

System Administrator Only



Do not add anything below this point.



**ITEM ID (CATALOG)**


**STATUS (CATALOG)**

Active-Visible

Active-Hidden

**STUDENT\_COURSE\_ID**

# 2027-2028 Request to Delete a Program Program with Import Required

Instructions & Summary 

## Program Deletion

- **IMPORT** curriculum data from the Catalog by clicking in the top left task bar.
- **FILL IN** all fields required marked with an \* after importing data.
- Provide the Term and Year in which this program would no longer be available to students.
- **ATTACH** supporting documentation.
- Complete the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow.

### Proposal Summary - Used for Generating Agenda\*

*This should only be one or two sentences that various departments/colleges can use when generating agendas.*

Information will be used for agenda.

### General Catalog Information

#### Hierarchy Owner\*

Owner of program. Will auto-populate.

#### Program of Study Name\*

Current title of program; will auto-populate.

#### Description of Program being eliminated

Do not edit. Leave this field blank.

This field should be left blank.

## Program Deletion - Curriculum

The program curriculum field is system required for the program form. Changes to the program curriculum are not required or permitted from the program deactivation form.

If you would like to view the program curriculum click on "View Curriculum Schema".

### Curriculum\*

0 selected

Will auto-populate. Make no changes.

### Summary and Routing

#### What reason(s) prompted the need for this program deletion?\*

#### Council for Teacher Education approval needed?\*

- Yes  
 No

"Trigger" question for Education routing/approval.

*Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer "Yes" to the question and the proposal will be routed to the Council for Teacher Education.*

#### Is this a graduate program?\*

- Yes  
 No

"Trigger" question for Grad Council routing/approval.

*Selecting "Yes" will route the proposal to the Graduate Council.*

#### Departments/colleges that could be affected by proposed deletion:\*

If none, write "NA"

**Have these departments/colleges been notified of the proposed deletion?\***

- Yes
- No
- Not Applicable

Acknowledgements and Attachments



### ATTACHMENT INSTRUCTION

Please attach any required files by navigating to the right side menu and clicking "Files".

**Acknowledgement Statement\***

I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Click acknowledgment. No attachment needed.

System Administrator Only

Do not add anything below this point.



**Item ID**

**Status**

- Active-Visible
- Active-Hidden
- Inactive-Hidden

**Type of Program\***

- Program

# 2027-2028 Miscellaneous Change Request

## Other

Instructions, Proposal Route & Summary



**\*\*Read before you begin\*\***

### Work on the Proposal

- FILL IN all fields required marked with an \*.
- Edit fields by clicking on the text in the field.
- Upload supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- LAUNCH proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow.
- Once the proposal has been launched, follow the steps to approve the proposal.

### Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- View the history of the proposal by clicking the Workflow Status tab using the bullet list icon in the right-side menu.
- View the files associated with the proposal by clicking the paperclip icon in the right-side menu to access the Files tab.

### Approve

- **Comment** on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- **Make a decision** (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

### Proposal Summary - Used for Generating Agenda\*

*This should only be one or two sentences that various departments/colleges can use when generating agendas.*

Information will be used for agenda.

### What reason(s) prompted the need for this proposal?\*

### Hierarchy Owner\*

Select the "owner" of the information to be changed.

**Please indicate the section of the online catalog to be edited. A Word or PDF should be attached to this proposal showing the change to be made.\***

*Please copy and paste the name as it appears on the header of the section of the online catalog that will receive the change. For example, "Accreditations" under "General Information."*

This is the name or title of the section being updated in the catalog.

**Does the proposed change involve either a graduate course or graduate program of study?\***

Yes  No

"Trigger" question for Grad Council routing/approval.

*Selecting yes will route the proposal to the Graduate Council.*

**Is the Council for Teacher Education's approval required for the proposed change?\***

Yes  No

"Trigger" question for Education routing/approval.

*Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer "Yes" to the question and the proposal will be routed to the Council for Teacher Education.*

**Is the General Education Assessment & Innovation Committee's approval required for the proposed change?\***

Yes  No

← "Trigger" question for Gen Ed routing/approval.

*Selecting yes will route the proposal to the General Education Assessment & Innovation Committee.*

## Attachments & Acknowledgements



### Attachment Instructions

Please attach files supporting this change by navigating to the right side menu and clicking "Files".

### Acknowledgement\*

I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Click on the acknowledgment and attach a document showing the change.

# 2027-2028 Request for New Course Course

Instructions, Proposal Route & Summary



**\*\*Read before you begin\*\***

## Work on the Proposal

- FILL IN all fields required marked with an \*.
- Edit fields by clicking on the text in the field.
- Upload supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- LAUNCH proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow.
- Once the proposal has been launched, follow the steps to approve the proposal.

## Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- View the history of the proposal by clicking the Workflow Status tab using the bullet list icon in the right-side menu.
- View the files associated with the proposal by clicking the paperclip icon in the right-side menu to access the Files tab.

## Approve

- **Comment** on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- **Make a decision** (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

Is this a graduate level course (numbered 5000 or above)? \*

Yes

← "Trigger" question for Grad Council routing/approval.

No

Selecting yes will route the proposal to the Graduate Council.

**Do you intend for this course to fulfill a General Education requirement?\***

Yes

No

← "Trigger" question for Gen Ed routing/approval.

Selecting yes will route the proposal to the General Education Assessment & Innovation Committee.

**Council for Teacher Education approval needed? (Yes if any of the below are met): \***

Yes

No

← "Trigger" question for Education routing/approval.

Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If the answer to any of these is Yes, answer the question with 'Yes' and the proposal will be routed to the Council for Teacher Education.

## Proposal Summary

**Proposal Summary - Used for Generating Agenda\***

This should only be one or two sentences that various departments/colleges can use when generating agendas.

Information will be used for agenda.

General Catalog Information ^

**Hierarchy Owner\***

Which department owns the course?

**Prefix\***

**Code\***

If new prefix, AVP for Academic Programs will have to create for you.

4-Digit course number

**Course Type**

This is the course prefix spelled out. The field will auto-populate based on the prefix selected above.

Full name of course prefix. Will auto-populate.

**Instructional Format\***

Select the course component(s) that match the new course.

**Name\***

Full course title.

**Credit Hour(s)**

**Description\***

*Descriptive part of description only. Do not include prerequisites, credit hours, terms offered, etc.*

**Prerequisite(s):**

**Concurrent Enrollment:**

*Example: "Must be taken concurrently with EDCI 4490 and EDCI 4530."*

**Restrictions:**

*Examples include: "Not open to accounting Majors.", "Students majoring in Biology may not use this course to fulfill major requirements.", "Credit cannot be given for both CJ 2070 and PSYC 2050.", "Credit hours do not count towards graduation.", "HUSC majors only."*

**Lab Fee required?\***

- Yes
- No

**Laboratory Fee:**

If "Yes" is selected from the previous question then the following statement should be pasted in the space provided above "A Laboratory Fee is required for this course."

**Grading Basis Option:**

- Graded (A-F) Pass/
- Fail
- Pass/Unsatisfactory

All grades are by default Graded (A-F). If this is to be a Pass/Fail or Pass/Unsatisfactory course, you must make a selection. For Graded (A-F) you do not.

**Grading Basis**

If this course is to be graded Pass/Fail only, please copy the following text into the box "This course will be graded pass/fail."

**Repeatability Option\***

- Yes
- No

Only select "Yes" if this course can be repeated for

**Repeatability:** *additional degree credit.*

This is only for courses that can be repeated for additional degree credit. Examples include: "Course may be repeated twice for credit with varying topics.", "Course may be repeated for a total of 6 credit hours.", "Course may be repeated for additional degree credit. **Most commonly used for Special Topics and Independent Study.**

**Term Offered:**

- Summer
- Fall
- Spring

Check all that apply. If the course will be offered irregularly, do not select a term.

**Notes:**

Examples include "Accounting Internship will count as an accounting elective.", "Students who do not earn a passing grade may repeat the course one time in order to earn a passing grade.", "Clinical practice is required for this course.", "This course may be taken in French, Spanish, Italian, German, or Italian. The course may be repeated only in a different language.", "MOS exams require additional fee."

**Rationale**

**What reason(s) has prompted the need for this new course?\***



**What enrollment may be reasonably anticipated?\***

*Please provide the number per semester and the number per section (i.e., 60 per year, 30 per section). Please note that this must meet the minimum section enrollments as laid out by the Office of the Provost.*

**Other departments/colleges that could be affected by proposed course:\***

**Have these departments/colleges been notified of the proposed course?\***

- Yes
- No
- Not Applicable

## Required Documentation ^

**What is the anticipated time investment of a student both in and out of the classroom in order to achieve the learning outcomes for the course (see Credit Hour Policy)?\***

*(see Credit Hour Policy and Sample Response for further guidance)*

Enter the time investment for the course. You may copy/paste the time investment below and update as needed.

- [Credit Hour Policy](#)
- **Sample Response:**

*This is a 3 credit hour course that is intended to meet face-to-face during the course of a typical 15 week semester. The approximate time requirement is a 2:1 ratio between out-of-class and in-class activities for a total of minimally 112.5 hours. Instructors of this course understand that they should strive to reach, as a minimum, this target is for a 3 credit-hour course.*

**In-class activities:** (2 days per week at 75 minutes for 15 weeks that may or may not include final exam time): 37.5 - 39.5 hours

**Required readings:** xxxxx hours

**Homework time:** xxxxx hours

**Mid-term take home exam:** xxxxx hours

**Final paper and oral presentation for course:** xxxxx hours

**Preparation time for final exam:** xxxxx hours

**Total:** xxxxx hours

**Course Outline (Week by Week)\***

**Student Learning Outcomes\***

System Administrator Only

← **Do not add anything below this point.**



**Louisiana Common Course Number:**

**Grading Basis**

↑ **If the course is to be on the matrix and have a LCCN, please send an email to curriculum@southeastern.edu**

*Please indicate if Pass / Fail is selected in the "General Catalog Information" section.*

**UNITS\_MINIMUM**

**UNITS\_MAXIMUM**

**EFFECTIVE\_DATE**

**CRSE\_REPEAT\_LIMIT**


**UNITS\_REPEAT\_LIMIT**

**CIP\_CODE**

**COURSE\_LISTING\_NAME**

**STUDENT\_COURSE\_ID**

# 2027-2028 Request for New Program Program

Instructions & Summary 

## NEW Program

**FILL IN** all fields required marked with an \*.

**ATTACH** supporting documentation.

Complete the **Acknowledgement** section.

**LAUNCH** proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow.

**IMPORTANT:** If you are adding new courses to this new program, please ensure a Request for New Course Proposal has also been submitted.

### Type of Program\*

- Program
- Shared Core

Select Program.




*Please only select "Program" unless otherwise instructed prior to launching a proposal.*

### Proposal Summary - Used for Generating Agenda\*

*This should only be one or two sentences that various departments/colleges can use when generating agendas.*

Information will be used for agenda.

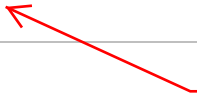


### General Catalog Information

#### Hierarchy Owner\*

0 selected

Which department owns the program?



**Title\***

*Name of degree program in one of the following formats: Criminal Justice, BA; Art, BA, Sculpture Concentration: Accounting Minor; Medical Sales Undergraduate Certificate; Sustainability PBC.*

Enter program title and degree designation. For example: Child Life, MS or English, BA, Literature and Language Concentration. See the online catalog for additional examples.

**Program of Study Description\***

*This is the text that should appear above the curriculum layout. Please see the current catalog for existing examples.*

## PROSPECTIVE CURRICULUM

### New Programs

You are required to attach a file containing the layout of the proposed degree program in either Word or PDF. The section labeled "Prospective Curriculum" should not be modified. This information will be updated administratively, based on your attached file, once the proposal has been launched.

**Prospective Curriculum\***

Do not put any information here. This will be updated administratively.

**Program Type**

*Select the appropriate Program Type (Major, Minor, Certificate, etc.) from the dropdown list.*

Major, minor, certificate, etc.

**Degree Type\***

*Select the appropriate degree designation from the dropdown list.*

BA, BS, MS, UC, PBC, EdD, etc.

**Program Assessment**



**What reason(s) has prompted the need for this new Program of Study?**

**Council for Teacher Education approval needed?\***

- Yes
- No

← "Trigger" question for Education routing/approval.

*Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer "Yes" to the question and the proposal will be routed to the Council for Teacher Education.*

**Is this a graduate program of study?\***

- Yes
- No

← "Trigger" question for Grad Council routing/approval.

*Selecting "Yes" will route the proposal to the Graduate Council.*

**Departments/colleges that could be affected by proposed addition:\***

*If none, write "NA"*

**Have these departments/colleges been notified of the proposed addition?\***

- Yes
- No
- Not Applicable

**Acknowledgements and Attachments**



**ATTACHMENT INSTRUCTION**

Please attach a file (Word or PDF) showing the layout of the curriculum as it should look in the catalog.

**Acknowledgement Statement\***

- I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Click on acknowledgment and attach the layout of the new curriculum in the format of the catalog.