**The** [**path of approval**](https://academicadmin.arizona.edu/graduate-proposal-approval-table) **for creating an emphasis involves multiple committees. Complete this form (for each proposed emphasis) and submit to the Associate Dean of the Graduate College, Maggie Pitts,** [**mjpitts@email.arizona.edu**](mailto:mjpitts@email.arizona.edu) **and the Office of Curricular Affairs at** [**curricular\_affairs@list.arizona.edu**](mailto:curricular_affairs@list.arizona.edu)**.**

1. **Requested by (College & School):**
2. **Proposer’s name, title, email, and phone number:**
3. **Degree, major, and number of students enrolled in the major:**
4. **Total number of students that have completed the major in past 3 years:**
5. **Minimum number of units required to complete the major:**
6. **Complete the table below capturing information about your existing emphases. Add columns as needed. Delete example (EX) column before submitting.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of existing emphasis | EX: Fire Studies |  |  |
| First term emphasis was offered | Fall 2016 |  |  |
| Minimum units required to complete major core and emphasis (total) | 45 |  |  |
| Additional unique requirements to complete emphasis (visiting lecture series, GPA, non-credit workshop) | -Attend Tucson Fire Department lecture series  -Thesis presentation during department conference |  |  |
| Number of students enrolled in emphasis | 57 |  |  |
| Total number of students that have completed emphasis in past 3 years | 26 |  |  |

1. **Named of the proposed emphasis (as you would like it to appear on the diploma):**
2. **Campus and location offering**: check the campus(es) and location(s) where this emphasis will be offered. Please attach a completed [Add/Remove Campus form](https://academicadmin.arizona.edu/sites/default/files/AddCampus-Location_SignatureSheet_0.pdf) to your proposal if offered via Online or Distance.

Main UA Online Phoenix Biomedical

Distance (type in location below):

1. **Provided a rational for the proposed new emphasis:**
2. **Common coursework to be taken across all emphases in the degree program. Include the prefix, course number, course title and number of units. Add rows as needed. Best practices are:**
3. **For emphases to share a minimum of 40% of the course work with the other tracks for the degree – leaving 60% for coursework distinct to the specialty track**
4. **All emphases for a particular major should require the same number of units to earn the degree.**

**Please provide justification for any deviation from these guidelines. Delete example (EX) rows before submitting.**

|  |  |  |
| --- | --- | --- |
| Requirement Title / Description | Courses (include prefix, number, title, units) | Minimum units needed to satisfy requirement |
| EX: Chemistry Requirement | CHEM 510, Advanced Inorganic Chemistry (3)  CHEM 515, Physical Methods in Inorganic Chemistry (3)  CHEM 522, Electroanalytical Chemistry (3)  CHEM 529, Methods of Surface and Materials Analysis (3) | 3 |
| EX: Major Core | 1. FIRE 501, Fire Studies (4) 2. FIRE 502, Fire Scene Investigation (4) 3. FIRE 503, Fire Protection and Practices (4) 4. FIRE 504A, Fire Scene Reconstruction (3) or FIRE 504B, Arson Investigation (3) | 15 |
|  |  |  |
|  |  |  |
|  | Total Major Core Units Required |  |

1. **Requirements specific to proposed emphasis. List the required emphasis core and electives and any special conditions students must meet to complete the emphasis using the table below. Include the prefix, course number, course title, and units for each course. Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department. Highlight and label (NEW) any new courses that must be developed for the emphasis. Add rows as needed. Delete example (EX) rows before submitting.**

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| --- | --- | --- |
| Requirement Title / Description | Courses (include prefix, number, title, units) | Minimum units needed to satisfy requirement |
| EX: Emphasis Core | 1. FIRE 510, Legal Aspects of Fire and Arson (3) 2. FIRE 512, Arson for Profit (3) 3. FIRE 514, Terrorism (3) 4. FIRE 516, Fire Causality Insurance Practices (3) 5. FIRE 518, Fire Leadership and Management (3) | 15 |
| EX: Emphasis Electives | Complete 9 units from the following list. Limit of 3 units of independent study or directed research may count towards this requirement | 9 |
|  |  |  |
|  | Total emphasis units required |  |
|  | Total Major Core Units Required (major core + emphasis units) |  |

1. **Emphasis course/faculty information for existing courses. Complete the table below for all emphasis coursework. You can find information to complete the table using the UA Course Catalog or Analytics (Catalog and Schedule Dashboard> “Printable Course Descriptions by Department” On Demand Report; right side of screen). Provide email(s)/Letter(s) of support from home department head(s) for course not owned by your department. Add rows as needed. Delete example (EX) rows before submitting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course prefix and number | Title | Typically Offered (F, Sp, Su, W) and Frequency (every year, odd years, etc.) | Home Department | Faculty members available to teach the courses |
| EX: FIRE 578 | Fire Studies I | Fall, every year | Fire | John Smith, Joan Smith, Abel Smith, Jack Smith |
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1. **Emphasis course/faculty information for NEW courses. Compete the table below. Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department. Add rows as needed. Delete example (EX) rows before submitting**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course | Title | Status\* | Anticipated first term offered | Typically offered (F, Sp, Su, W) and Frequency (every year, odd years, etc.) | Home Dept. | Faculty members available to teach the courses |
| EX: FIRE 388 | Fire Studies III | S | Fall 2020 | F, Sp, every year | Fire | John Smith |
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\*in development (D), submitted for approval (S), approved (A)

1. **Using the table below, list each faculty member who will contribute to the teaching of courses in this emphasis the teaching FTE they will contribute. Delete example (EX) rows prior to submission. Add rows as needed**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course | Name | Department | Rank | Degree | Faculty/% effort |
| EX: FIRE 510 | EXAMPLE: Jane Smith | 99999-Fire | Professor | Doctor of Philosophy | 0.33 |
| EX: PHYS 493 | EMAPLE: John Smith | 99999-Fire | Assistant Professor of Practice | Master of Science | 0.10 |
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1. **Other policy issues or expectations for major and emphasis:**
2. **Do you want the emphasis name to appear on the transcript? Yes No**
3. **Do you want the emphasis name to appear on the diploma? Yes No**
4. **When is the anticipated semester and year to launch the proposed emphasis?**
5. **Will you admit directly to the emphasis (Should we open a separate application for the emphasis)?**

**Yes No**

1. **Who will serve as (please include name, position, and email):**

**Admissions Contact:**

**Program Coordinator:**

**Director of Graduate Studies:**

1. **Number of new faculty hires required to deliver the emphasis:**
2. **Budgetary Impact-** indicate new resources needed and source of funding to implement the proposed emphasis if reallocating resources, indicate where resources will be taken from and the impact this will have on the students/faculty/program/unit.

Decision process for approval will include:

1. Value of plan to the graduate instruction and students in the program
2. Efficiency of course offerings
3. Course offerings are appropriate and match the expertise of the faculty
4. Evidence of sufficient student demand
5. No major conflict with existing programs
6. **Required Signatures**

Managing Unit Administrator (print name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Managing Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Managing Unit Administrator (print name and title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Managing Administrator’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean (print name and title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean (print name and title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Use by Curricular Affairs:

|  |  |
| --- | --- |
| Committee | Approval Date |
| GPERC |  |
| College Academic Administrators Council |  |

Create approval memo

Send memo to college/dept and acad\_org listserv

Create emphasis code in UAccess

Upload approval memo and proposal documents

Notify acad\_org of the emphasis plan code creation