**Complete this form and submit to the** **Office of Curricular Affairs****.**

1. **Requested by (College & School/Department):**
2. **Proposer’s name, title, email and phone number:**
3. **Degree and major you are requesting to add an emphasis to:**
4. **Number of students currently enrolled in the major:**
	1. **Total number of students that have completed the major in the past 3 years (include double majors and dual degree majors):**
5. **Minimum number of units required to complete the major (do not include foundation, general education, general electives or supporting coursework. For graduate – do not include minor units.):**
6. **Campus and location offering:** Please attach a completed [Add/Remove Campus form](https://academicadmin.arizona.edu/sites/default/files/AddCampus-Location_SignatureSheet_1.pdf) to your proposal if offered via Online or Distance.
7. **Provide a rationale for the proposed new emphasis.** You may include market data. Curricular Affairs can provide a job posting/demand report by skills obtained/outcomes of the proposed emphasis. Please contact Office of Curricular Affairs to request the report for your proposal.
8. **Shared major core (must meet 40% commonality across emphases).** [ABOR Policy 2-221-c. Academic Degree Programs Sub specializations](https://public.azregents.edu/Policy%20Manual/2-221-Academic%20Degree%20Programs.pdf) requires all undergraduate emphases within a major to share at least 40% curricular commonality across emphases (known as “major core”-courses counting towards major units and major GPA). List the required major core curriculum required of all emphases. Refer to your existing [advisement report(s)](https://uaccess.schedule.arizona.edu/psp/pubsaprd/UA_ADV_CATALOG/HRMS/h/?tab=DEFAULT), if needed. Include the prefix, course number, course title and number of units. Add rows as needed.
a. **All emphases for a particular major should require the same number of units to earn the degree.**

**Undergraduate (delete table if Graduate)**

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| --- | --- | --- |
| **Requirement Title/Description** | **Courses (include prefix, number, title, units)** | **Minimum units needed to satisfy requirement** |
| EX: Complete First Semester General Chemistry | CHEM 151, General Chemistry I (4) OR [CHEM 141, General Chemistry Lecture I:Quantitative (3) and CHEM 143, General Chemistry Lab 1: Quantitative (1)] OR [CHEM 161 Honors Fundamentals of Chemistry (3) and CHEM 163, Honors Fundamental Techniques of Chemistry (2)] | 4 |
| EX: Major Core | 1. ECOL 302, Ecology (4)
2. ECOL 320, Genetics (4)
3. MIC 285R, Principles of Microbiology (4)
4. GEOS 308, Paleontology (3) or GEOS 306, Mineralogy (3)
 | 15 |
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|  | **Total major core upper division units required** |  |
|  | **Total major core units required**  |  |

**Graduate**

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| 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 |
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|  | Total Major Core Units Required |  |

1. **Requirements specific to the proposed emphasis.** List the required emphasis core, 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 a signed course use form 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. **Note: a proposed emphasis having similar curriculum with other plans (within department, college, or university) may require completion of a** [**comparison chart**](https://academicadmin.arizona.edu/curricular-affairs/guides-and-forms)**. Total units required for each emphasis must be equal.**

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| **Requirement Title/Description** | **Courses (include prefix, number, title, units)** | **Minimum units needed to satisfy requirement** |
| EX: Emphasis Core | 1. FIRE 378, Fire Studies I (4)
2. FIRE 381, Fire Studies II (4)
3. (NEW)FIRE 388, Fire Studies III (4)
4. FIRE 492,Directed Research (3) or FIRE 499, Independent Study (3)
5. (NEW)FIRE 493, Fire Internship (3)
 | 18 |
| 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. -CHEM 325, Analytical Chemistry (2)-…. | 9 |
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|  | **(Undergrad only) Total emphasis upper division units required** |  |
|  | **Total major emphasis units required\***  |  |

**\*All emphases offered for this major must have the same minimum number of units required**

1. **At minimum, provide one unique learning outcome for each proposed emphasis. Add rows and tables as needed. Visit the** [**University Center for Assessment, Teaching and Technology (UCATT)**](https://ucatt.arizona.edu/assessment/learning-outcomes-assessment/academic-program-learning-assessment) **for resources and consultation. UCATT review and approval is required.

Emphasis 1:**

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| **Learning Outcome #1**:  |
| **Concepts**:  |
| **Competencies**:  |

 **Curriculum Map: Which courses in the emphasis connect to these learning outcomes? Use the table below to provide the information, Key: “I”=Introduced; “R”=reinforced and opportunity to practice; “M”=mastery at the senior or exit level; “A”=assessment evidence collected for program-level decision making**

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| **Courses** | **Emphasis 1 Student Learning Outcomes** |
| **LO 1**  |
| **DEPT XXX** |  |
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 **Emphasis 2:**

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| **Learning Outcome #1**:  |
| **Concepts**:  |
| **Competencies**:  |

 **Curriculum Map:**

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| --- | --- |
| **Courses** | **Emphasis 2 Student Learning Outcomes** |
| **LO 1**  |
| **DEPT XXX** |  |
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 **Emphasis 3:**

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| **Learning Outcome #1**:  |
| **Concepts**:  |
| **Competencies**:  |

 **Curriculum Map:**

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| **Courses** | **Emphasis 3 Student Learning Outcomes** |
| **LO 1**  |
| **DEPT XXX** |  |
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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 course use form from home department head(s) for courses not owned by your department. Add rows as needed. Delete example (EX) rows prior to submission.

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| --- | --- | --- | --- | --- |
| **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 378 | 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.** Complete 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 prior to submission.

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| **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 and the teaching FTE they will contribute. Add rows as needed. Delete example (EX) rows prior to submission.**

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| --- | --- | --- | --- | --- | --- |
| Course(s) | Name | Department | Rank | Degree  | Faculty/% effort |
| EX: CHEM 151 | EXAMPLE: Jane Smith | Chemistry and Biochemistry | Professor | Doctor of Philosophy | 0.33 |
| EX:FIRE 388 | EXAMPLE: John Smith | Fire | Assistant Professor of Practice | Master of Science | 0.50 |
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1. **Name of the proposed emphasis:**
	1. **Anticipated semester and year to launch the proposed 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**
2. **Special conditions for admission to/declaration of this emphasis –** explain in detail the criteria to declare this emphasis, including GPA requirements, completion of courses prior to declaration, application process, interviews, etc. These conditions must be approved by faculty governance to be enforced.
3. **Number of new faculty hires required to deliver the emphasis:**
4. **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.
5. **Accreditation/Board Approval -** Specific fields of study requiring accreditation must independently seek accreditation via professional, state and/or federal accrediting bodies and provide verification to the Office of Curricular Affairs within 6 months of internal approval (i.e. College of Nursing new programs and sub-plans must seek State Board of Nursing approval through submitting application AND submit accreditation documents through CCNE and specialty accreditation organizations.)
6. **Required Signatures**

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

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

Department Head (name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Decision process for approval will include:**

1. Efficiency of course offerings
2. Course offerings are appropriate and match the expertise of the faculty.
3. Evidence of sufficient student demand
4. No major conflict with existing programs.