Complete this form and submit to the [Office of Curricular Affairs](mailto:curricular_affairs@list.arizona.edu). You can review the route of approvals this form will go through [here](https://academicadmin.arizona.edu/curricular-affairs/new-academic-program). As of 2024-2025, all substantial changes to majors will need to go to the ABOR Chair for review. Items may be escalated to full ABOR review and approval if deemed necessary by the Chair. UA Committees only meet during the academic year and break for summer.

Existing Program Information

1. Name and Degree Type of Academic Program:
   1. Existing Emphases (if applicable):
   2. Academic Unit(s)/College(s):
   3. Current CIP Code:
2. Primary Contact and Email:
3. Planned start term for changes (fall only): Fall \_\_\_\_\_\_\_\_

Program Changes

1. Describe the proposed changes to the program as well as the rationale for making the specific changes and include any relevant supporting data.
2. Comparison Chart – complete the appropriate chart below (delete the unnecessary one) to compare your current requirements with the proposed modifications. *Only list modifications to requirements in the Proposed Requirements column, if there is no change, leave blank.*  
   Tools for course lookup: UA Course Catalog or UAnalytics (Catalog and Schedule Dashboard)

|  |  |  |
| --- | --- | --- |
| **GRADUATE** | **Existing Requirements** | **Proposed/Modified Requirements** |
| Name |  |  |
| Program type (MA, MS, PHD, CERT, MINOR, etc.) and name\* |  |  |
| CIP Code –lookup [here](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55) |  |  |
| Total units required to complete the program. NOTE: Major only, not to include minor requirements. |  |  |
| Total transfer units that may apply to the program |  |  |
| Pre-admission expectations (i.e. pre-requisites, professional and/or academic training to be completed prior to admission) |  |  |
| List all requirements including core and electives. Courses listed must include prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions in place/needed (house number limit, etc.). Provide [course use form](https://academicadmin.arizona.edu/sites/default/files/2024-01/Updated_Course%20Use%20Collaboration%20Form.docx) for courses added that are not owned by your department. |  |  |
| Emphases. If making changes to emphases, or adding emphases for the first time, list those changes or new requirements here. Best practices require 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 ([ABOR Policy 2-221-c. Academic Degree Programs Sub specializations](https://public.azregents.edu/Policy%20Manual/2-221-Academic%20Degree%20Programs.pdf)). All emphases for a particular major should require the same # of units to earn the degree. | For existing emphases list **common core**: | If adding additional emphases, add your **proposed emphases requirements** here:  If this is the program’s first time adding emphases, list your **common core** and then **requirements** for each proposed emphasis here.  Common Core:  Emphasis Requirements: |
| Research methods, data analysis, and methodology requirements (Yes/No). If yes, provide description |  |  |
| Internship, practicum, applied course requirements (Yes/No). If yes, provide description. |  |  |
| Master thesis or dissertation required (Yes/No). If yes, provide description. |  |  |
| Additional requirements (provide description) |  |  |

~A maximum of 30 units of transfer coursework from approved institutions may be used toward [**Ph.D**](https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#credit-requirements) requirements. No more than 20% of the minimum number of units required for a [**master’s**](https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#transfer-credit) degree can be transferred from other accredited institutions. [**Certificates**](https://grad.arizona.edu/gsas/degree-requirements/certificate#transfer-credit) may permit up to 6 units of transfer.

|  |  |  |
| --- | --- | --- |
| **UNDERGRADUATE**  *Only list modifications to requirements, if there is no change, leave blank.* | **Existing Major Requirements** | **Requirements For Modified Major** |
| Name and Degree Type (BA, BS, BSBA, etc.)\* |  |  |
| CIP Code –lookup [here](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55) |  |  |
| Total units required to complete the degree\* (Note: this is for the entire degree, not just the major) |  |  |
| Upper division units required to complete the degree |  |  |
| Total CC transfer units that may apply to this degree\* |  |  |
| Foundation courses |  |  |
| [Math](https://catalog.arizona.edu/policy/program-graduation/general-education/foundations) |  |  |
| [Second Language](https://catalog.arizona.edu/policy/program-graduation/general-education/foundations#second-language-requirement-for-undergraduate-degrees) |  |  |
| [General Education](https://catalog.arizona.edu/policy/program-graduation/general-education/curriculum) |  |  |
| Introduction to General Education course (1 unit) | Introduction to General Education course (1 unit) | Introduction to General Education course (1 unit) |
| GE Exploring Perspectives: Choose one course from each domain. (12 units total) | GE Exploring Perspectives: Choose one course from each domain. (12 units total) | GE Exploring Perspectives: Choose one course from each domain. (12 units total) |
| GE Building Connections: Choose three courses (9 units) from two or more disciplines and/or perspectives. | GE Building Connections: Choose three courses (9 units) from two or more disciplines and/or perspectives. | GE Building Connections: Choose three courses (9 units) from two or more disciplines and/or perspectives. |
| GE Capstone course (1 unit) | GE Capstone course (1 unit) | GE Capstone course (1 unit) |
| List any special requirements to declare or gain admission to this major (completion of specific coursework, minimum GPA, interview, application, etc.) |  |  |
| Minimum # of units required in the major (units counting towards major units and major GPA) |  |  |
| Minimum # of upper-division units required in the major (upper division units counting towards major GPA) |  |  |
| [Minimum # of residency units to be completed in the major](https://catalog.arizona.edu/policy/program-graduation/degrees-programs/undergraduate/residence-units) |  |  |
| Required supporting coursework (courses that do not count towards major units and major GPA but are required for the major). Courses listed must include prefix, number, units, and title. Include any limits/restrictions in place/needed (house number limit, etc.). Provide [course use form](https://academicadmin.arizona.edu/sites/default/files/2024-01/Updated_Course%20Use%20Collaboration%20Form.docx) if adding courses not owned by your department. |  |  |
| Major requirements. List all major requirements including core and electives. Courses listed count towards major units and major GPA. Courses listed must include prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions (house number limit, etc.). Provide [course use form](https://academicadmin.arizona.edu/sites/default/files/2024-01/Updated_Course%20Use%20Collaboration%20Form.docx) if adding courses not owned by your department. Recommend ordering requirements in the same order as your advisement report. |  |  |
| Emphases. If making changes to emphases, or adding emphases for the first time, list those changes or new requirements here. | For existing emphases list **common core**: | If adding additional emphases, add your **proposed emphases requirements** here:  If this is the program’s first time adding emphases, list your **common core** and then **requirements** for each proposed emphasis here.  Common Core:  Emphasis Requirements: |
| Internship, practicum, applied course requirements. (Yes/No). If yes, provide description. |  |  |
| Senior thesis or senior project required (Yes/No). If yes, provide description. |  |  |
| Additional requirements (provide description) |  |  |
| Minor (optional or required) |  |  |

1. Emphases – if adding emphases for the first time, please complete the following.
   1. Total number of students that have completed the major in the past 3 years (include double majors and dual degree majors):
   2. Total number of students currently enrolled in the program:
   3. Special Conditions for Admission/Declaration – explain in detail the criteria to declare the emphases, including GPA requirements, completion of courses prior to declaration, application process, interviews, etc. These conditions must be approved by faculty governance to be enforced.
   4. Transcript – Should the emphasis name appear on the transcript?
   5. Diploma – Should the emphasis name appear on the diploma?
   6. Description and Learning Outcome(s) – at least one new learning outcome is required per emphasis requested. 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:

|  |
| --- |
| Learning Outcome #1: |
| Concepts: |
| Competencies: |
| Assessment Methods: |
| Measure: |

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

|  |  |
| --- | --- |
| Courses | Emphasis 1 Student Learning Outcomes |
| LO 1 |
| DEPT XXX |  |
|  |  |
|  |  |
|  |  |

Budgetary Considerations

1. Faculty impact – will new faculty hires be required to deliver the new, proposed curriculum? Note: New hires will require funding directly from the college and/or department. Proposal approval does not denote approval for institutional funding.
2. Budgetary impact – indicate new resources needed at the department/college and institutional level to implement proposed changes. If reallocating resources, indicate where resources will be taken from and the impact this will have on students/faculty/program/unit.

Additional Details

1. 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.)
2. Transfer Student Consideration (undergrad only) – Please explain how you have planned and evaluated the changes you requested in the context of:

* Mitigating the complexity of the transfer pathway/curriculum
* Supporting transfer student success
* Ensuring transferability of course work from Arizona community colleges

1. Required signatures

Program Director/Main Proposer (print name and title):   
  
  
Program Director/Main Proposer signature:

Date:

Department Head (print name and title):  
  
Department Head’s signature:

Date:

  
  
Associate/Assistant Dean (print name):

Associate/Assistant Dean’s signature:

Date:

  
  
Dean (print name):

Dean’s signature:

Date: