

# **Academic Program Workflow**

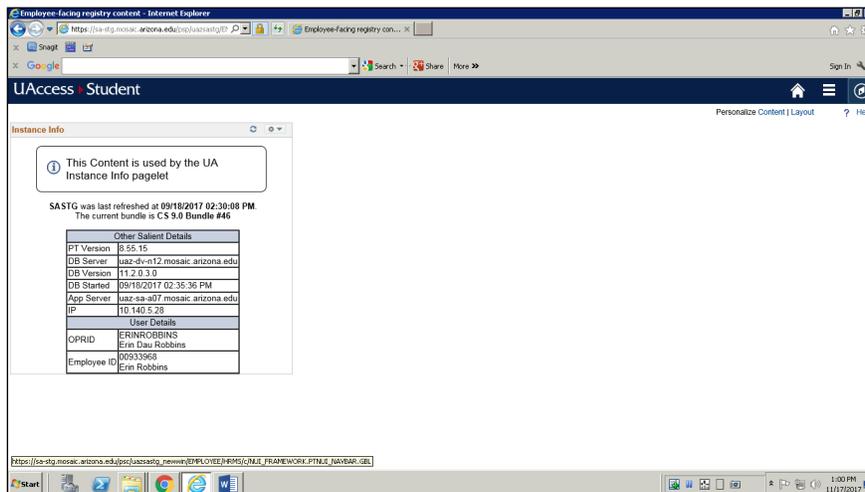
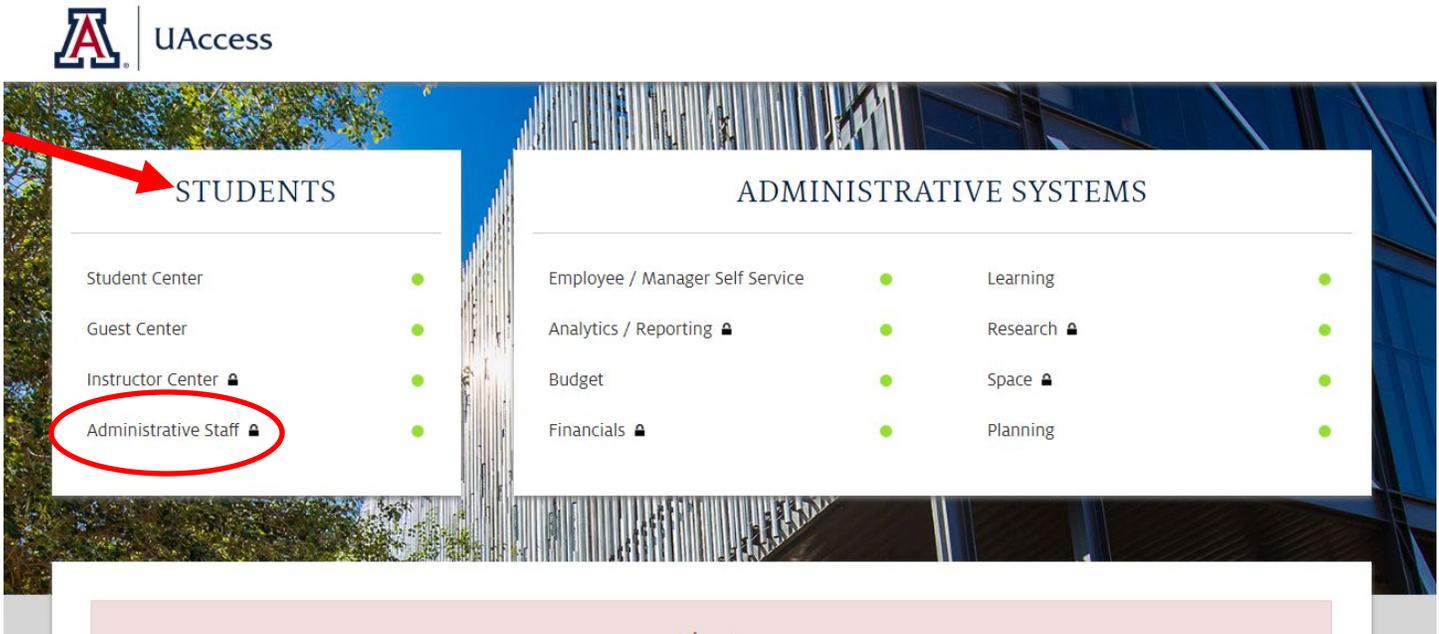
## **Initiator/Submitter User-Guide**



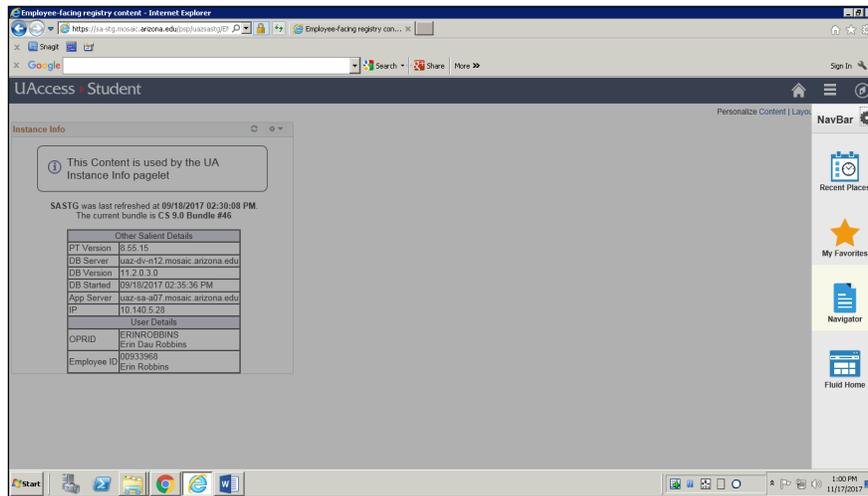
# Navigation to start a new form/proposal

## Procedure

From your UAccess Home Screen: UAccess landing page <http://www.uaccess.arizona.edu> > under the *Student* box, click *Administrative Staff*



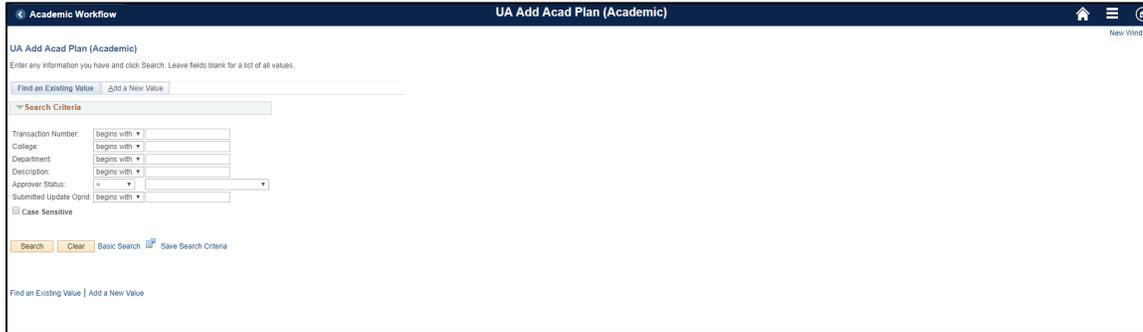
Step	Action
1.	Click the <i>compass</i> graphic, top right of blue bar. 



Step	Action
2.	Click the <b>Navigator</b> graphic.
	

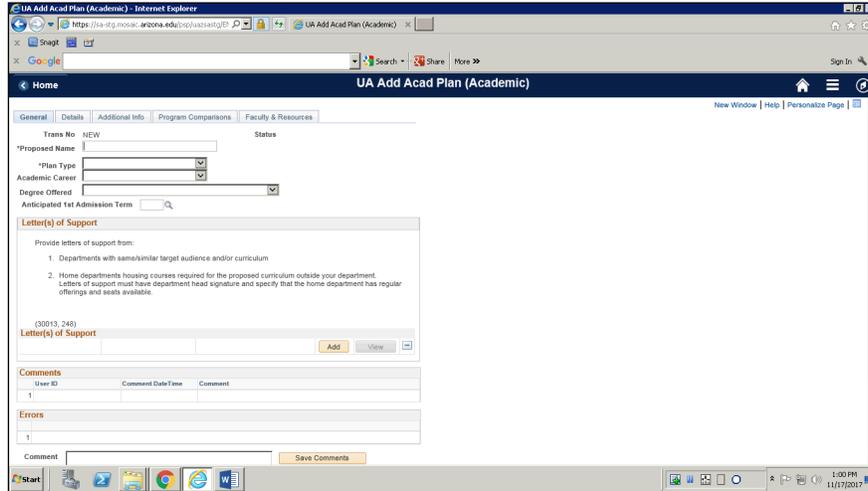
Step	Action
3.	From the menu, navigate to <b>Curriculum Management</b> .
	
4.	Navigate to <b>UA Curriculum Management</b>
	
5.	Navigate to <b>UA Plan Management</b>
	

Step	Action
6.	Click the <b>UA Add Acad Plan (Academic)</b> menu. <div style="border: 1px dashed black; padding: 10px; text-align: center; margin: 10px 0;"> <b>UA Add Acad Plan (Academic)</b> </div>



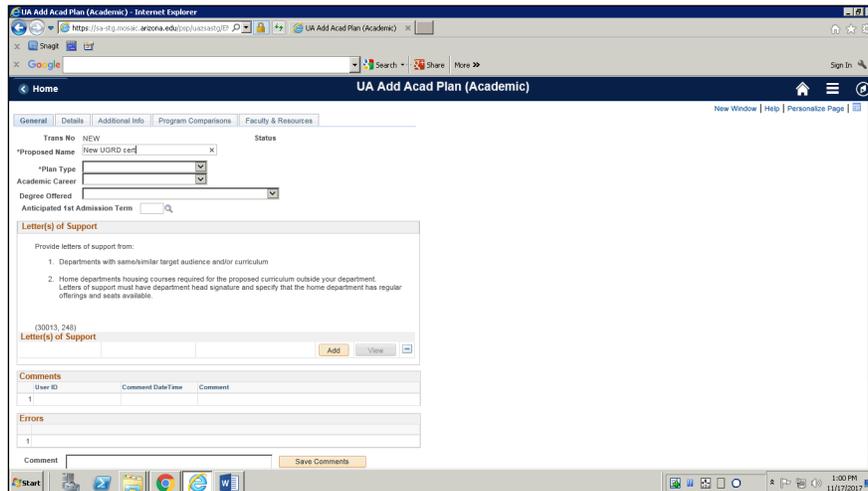
Creating a new transaction:

Step	Action
7.	Click the <b>Add a New Value</b> tab. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>UA Add Acad Plan (Academic)</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid gray; padding: 5px; display: flex; justify-content: space-between;"> <span>Find an Existing Value</span> <span>Add a New Value</span> </div> <p><b>▼ Search Criteria</b></p> <p>Transaction Number: <span>begins with ▼</span> <input type="text"/></p> <p>College: <span>begins with ▼</span> <input type="text"/></p> <p>Department: <span>begins with ▼</span> <input type="text"/></p> <p>Description: <span>begins with ▼</span> <input type="text"/></p> <p>Approver Status: <span>= ▼</span> <input type="text"/></p> <p>Submitted Update Oprid: <span>begins with ▼</span> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> <span>Basic Search</span> <input type="button" value="Save Search Criteria"/> </p> <p style="text-align: center;"> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>
	A blank form will appear.

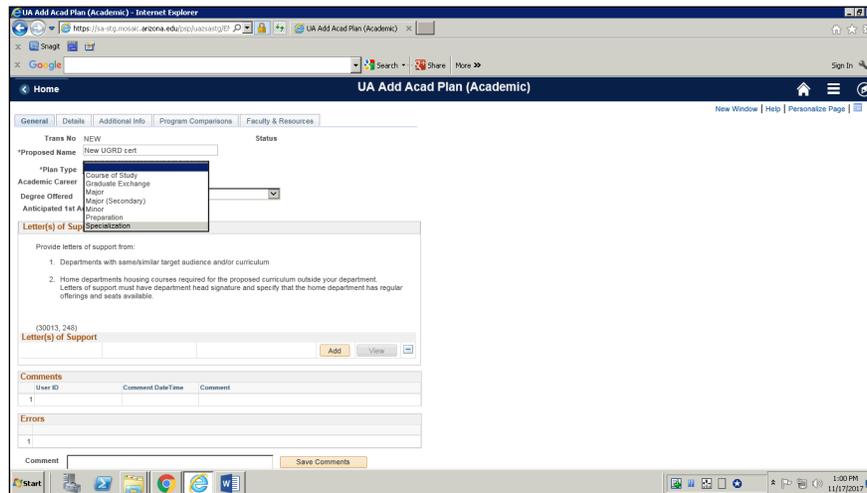


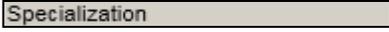
## General Tab Inputs

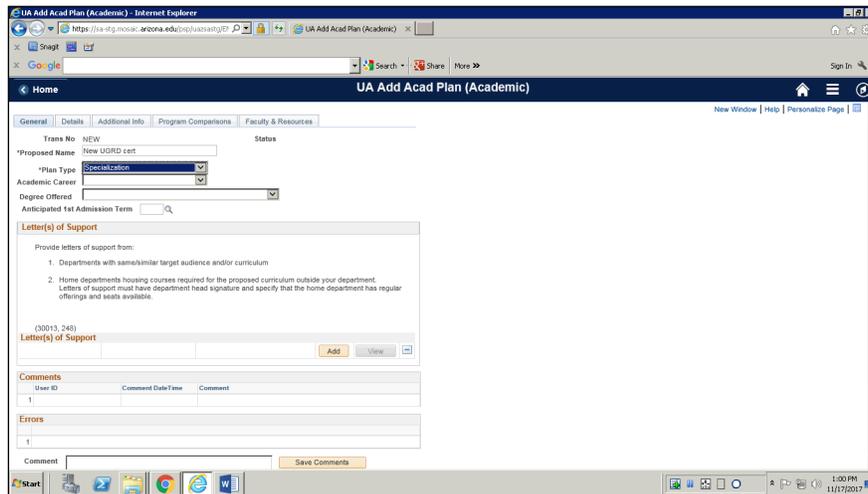
Step	Action
8.	<p>Enter the desired information into the <b>Proposed Name</b> field. For example "<b>Finance</b>".</p> <p><b>Proposed Name</b> <input type="text"/></p> <p>NOTE: There is a character limit equal to the Plan Table's limit (30 characters). Please use abbreviations, as necessary, based on the way you want it to appear in the Plan Table.</p>



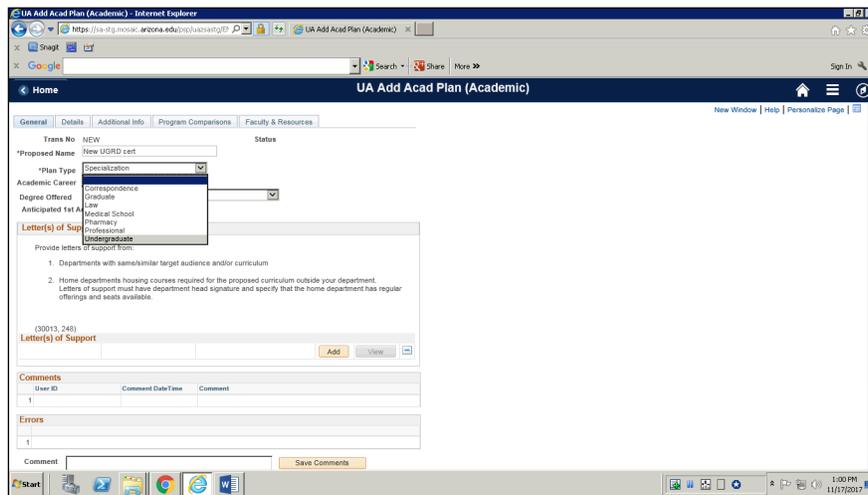
Step	Action
9.	<p>Click the <b>Plan Type</b> drop down list.</p> <p>Choose one of the following options:</p> <ol style="list-style-type: none"> <li>1. Major</li> <li>2. Minor</li> <li>3. Specialization (= Certificate)</li> </ol> 



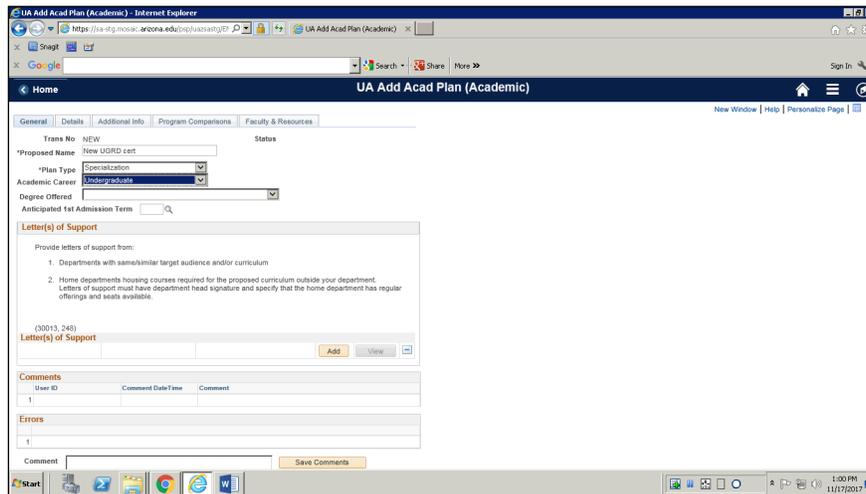
Step	Action
10.	<p>For example: Click the <b>Specialization</b> list item.</p>  <p>Note: A Major and Minor can be created at the same time with the appropriate dropdown choices.</p> <p>Example: Major &gt; Undergraduate or Graduate &gt; Bachelor of Science or Masters of Science</p> <ul style="list-style-type: none"> <li>- The “Do you want to offer a minor?” drop down becomes available.</li> <li>- Select “Yes” → On the Additional Information Tab a frame for the applicable document will need to be uploaded.</li> </ul>



Step	Action
11.	Click the <b>Academic Career</b> list. Select the appropriate option.  <div style="border: 1px solid black; padding: 2px; display: inline-block;">Academic Career <span style="float: right;">▼</span></div>

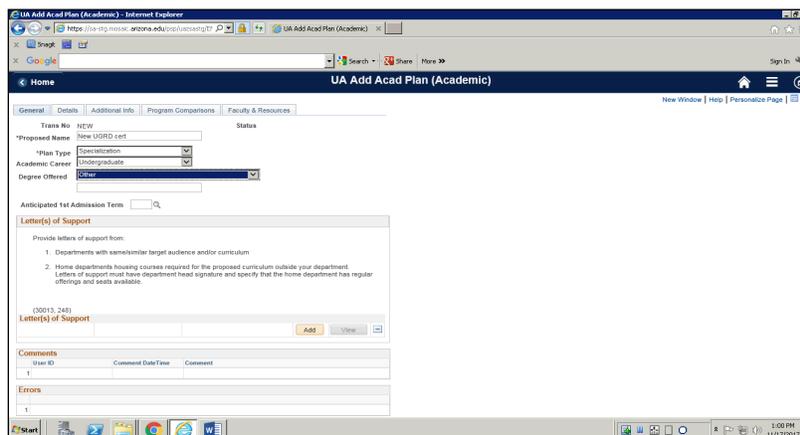


Step	Action
12.	For example: Click the <b>Undergraduate</b> list item.  <div style="border: 1px solid black; padding: 2px; display: inline-block;">Undergraduate</div>

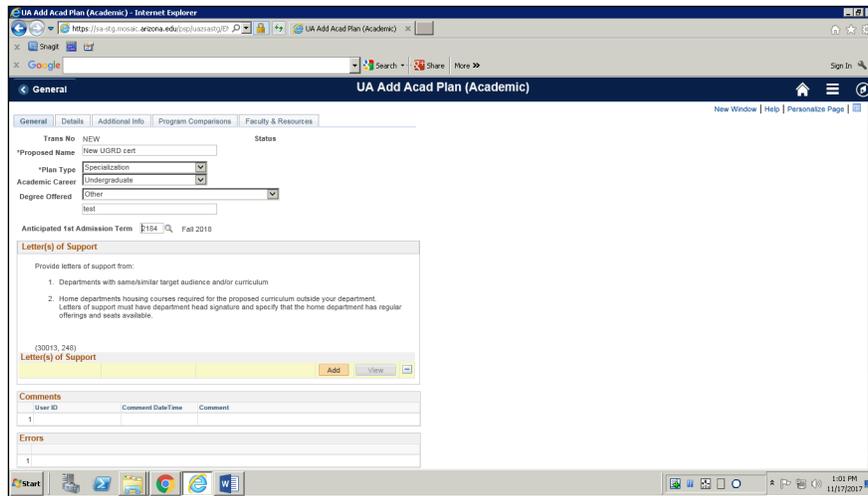


Step	Action
13.	<p>Click the <b>Degree Offered</b> list.</p> <p>Select the appropriate option available. The drop down options are limited to the Academic Career selection.</p> <p><b>Degree Offered</b> [Dropdown Menu]</p>

Step	Action
14.	<p>In this example: Click the <b>Other</b> list item.</p> <p><b>Other</b></p> <p>If selected, an additional input cell will become visible, enter the new Degree in this cell. Appropriate tables will be updated to add the new degree.</p> <p>NOTE: Only select “Other” if the degree to be offered is not listed in the drop down options.</p>



Step	Action
15.	Click in the <b>Anticipated 1<sup>st</sup> Admission Term</b> field.
16.	For example: Enter " <b>2184</b> " for a Fall 2018 first term.  NOTE: This is a four digit numeric entry. Use the Magnify Glass to select the term and year.



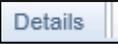
Step	Action
17.	Required Documentation: <b>Letter(s) of Support</b> .

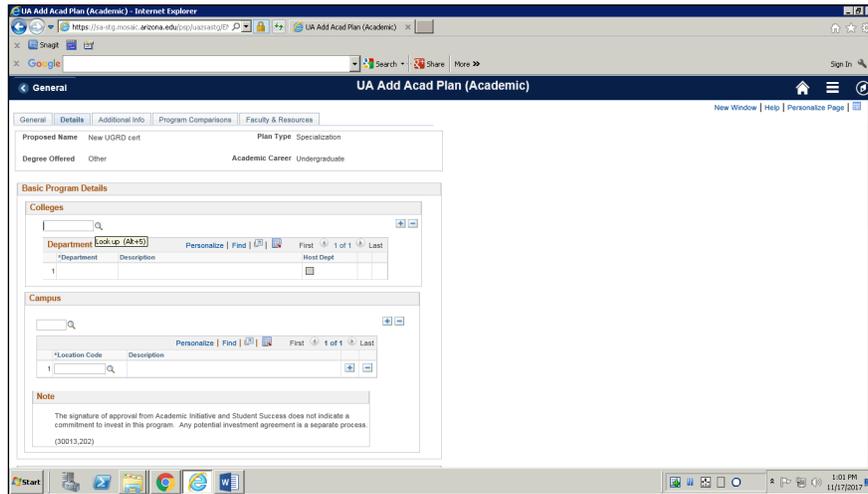


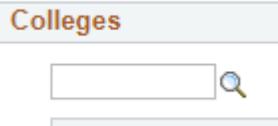
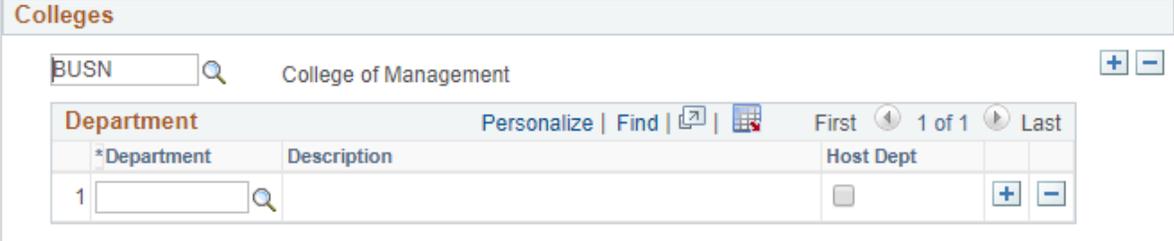
Step	Action
18.	Click the <b>Add</b> button. Browse to the location to upload the Letter of Support document.  Click the + icon to upload any additional letters.

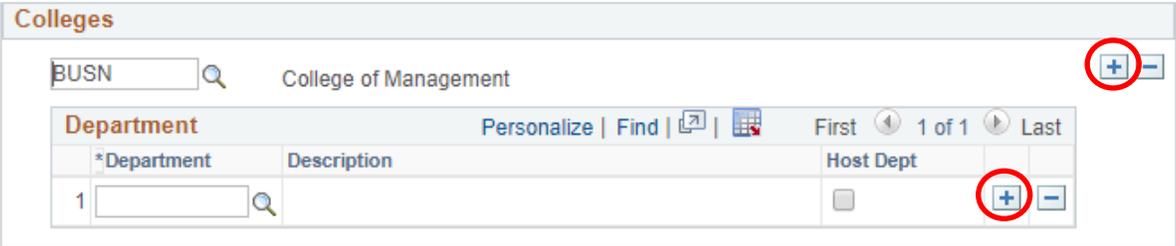


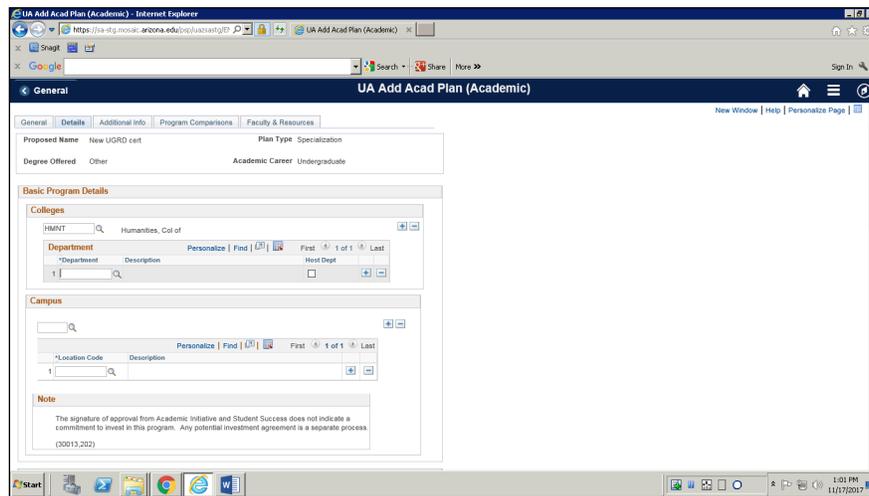
# Details Tab Inputs

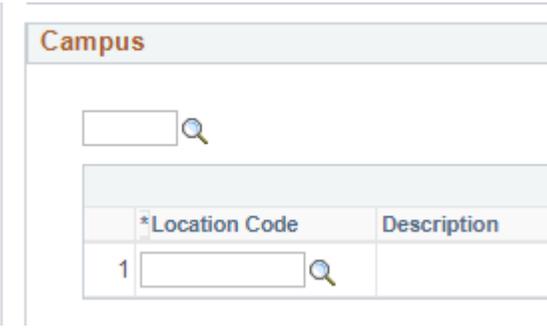
Step	Action
19.	Click the <b>Details</b> tab. 

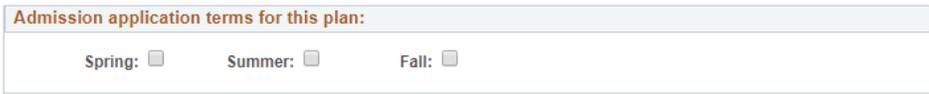
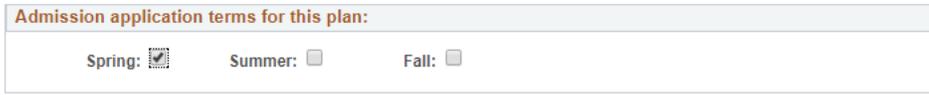


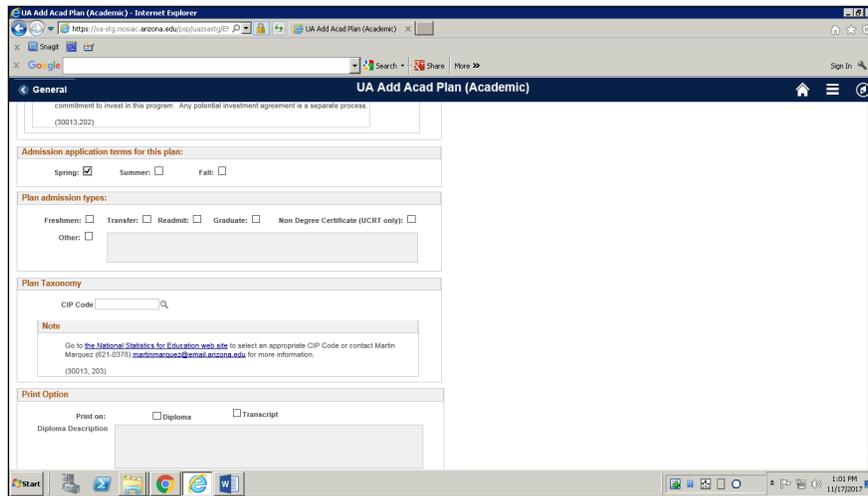
Step	Action
20.	Enter the desired information into the <b>College</b> field.  For example <b>"BUSN"</b> .   Or use the magnify glass to select an available college.
21.	Enter the desired information into the <b>Department</b> field.  For example <b>"3003"</b> .   Or use the magnify glass to select an available department.

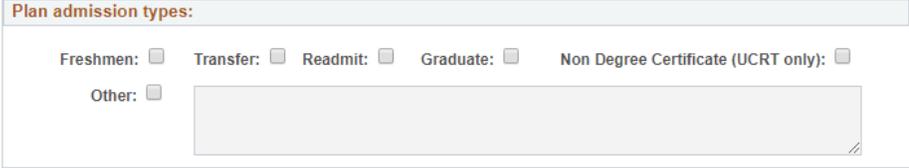
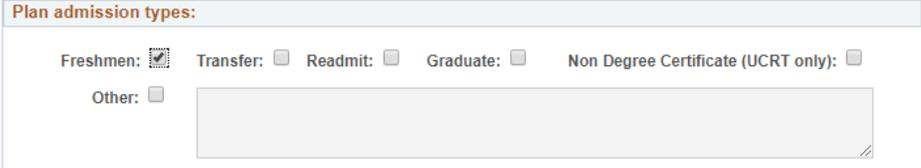
Step	Action
22.	<p>Click the <b>Add</b> button to add additional Colleges or Departments.</p>  <p>Click the + icon to add additional Colleges sharing the responsibility of this new proposal/program. The Host depart box will default to the first entered College/Department.</p> <p>If there are multiple Departments working together to support this program, add those additional department(s) by clicking the + icon to the right of the department input cells.</p> <p>NOTE: Only one College/Department can be the Host Dept.</p>

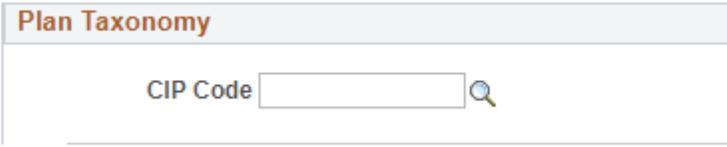


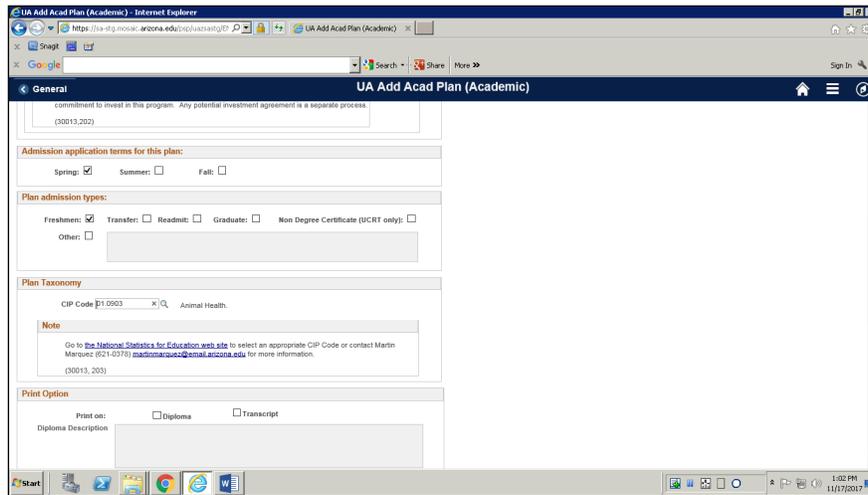
Step	Action
23.	<p>Enter the desired information into the <b>Campus Code</b> field. Enter "<b>MAIN</b>".</p>  <p>Or use the magnify glass to select an available campus.</p>
24.	<p>Enter the desired information into the <b>Location Code</b> field. Enter "<b>TUCSON</b>".</p> <p>Or use the magnify glass to select an available, associated location.</p>
25.	<p>To add Additional Campus or Locations</p>  <p>Click the + icon to the right of the input cells as applicable.</p>
26.	<p>NOTE: If Online or Distance Campus is selected, please upload the agreement documentation to the Letters of Support input frame on the General Tab.</p>

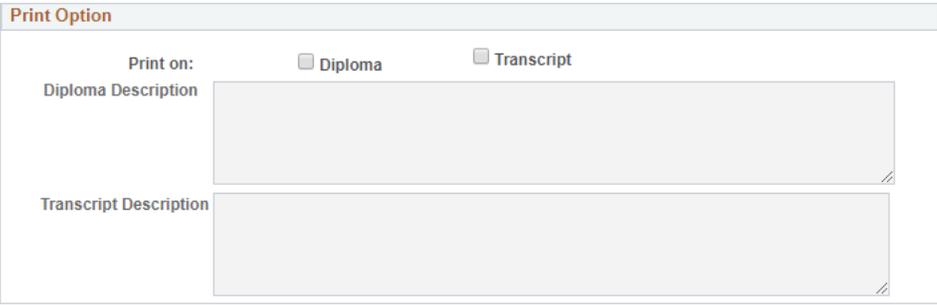
Step	Action
27.	<p><b>Admission application terms for this plan:</b></p>  <p>Select all applicable terms.</p>
28.	<p>For example: Click the <b>Spring</b> option.</p> 



Step	Action
29.	<p><b>Plan admission types:</b></p>  <p>Select the appropriate option(s). For all graduate or professional degrees, select the Graduate option.</p> <p>NOTE: if this is specific to a Community Campus offering, select “Other” and enter the details in the text box. <i>This text box is only available when Other is selected.</i> Upload the agreement documentation to the Letter(s) of Support frame on the General Tab.</p>
30.	<p>For example: Click the <b>Freshmen</b> option.</p> 

Step	Action
31.	<p data-bbox="298 197 646 233"><b>Plan Taxonomy - CIP Code</b></p> <div data-bbox="318 268 1045 415">  </div> <p data-bbox="298 485 727 520">For example: field. Enter "<b>01.0903</b>".</p> <p data-bbox="298 552 971 588">Or use the magnify glass to select an available CIP Code.</p> <p data-bbox="298 619 1503 682"><b>NOTE:</b> To view the <a href="#">National Statistics for Education web site</a>, containing all CIP Codes, click the link in the Note portion of this frame.</p>



Step	Action
32.	<p data-bbox="298 1346 461 1381"><b>Print Option</b></p> <div data-bbox="310 1419 1247 1724">  </div>

Step	Action
33.	<p>Click the <b>Diploma</b> option.</p> <div data-bbox="324 247 1242 399" style="border: 1px solid gray; padding: 5px;"> <p>Print on: <input checked="" type="checkbox"/> Diploma <input type="checkbox"/> Transcript</p> <p>Diploma Description <input style="width: 400px; height: 40px;" type="text"/></p> </div> <p>In the <b>Diploma Description</b> box enter the name of the degree the way it should appear on the student's Diploma.</p> <p>NOTE: UA uses Diplomatic to print all diplomas and there is a set naming convention that will be used based on your department/college agreements.</p>

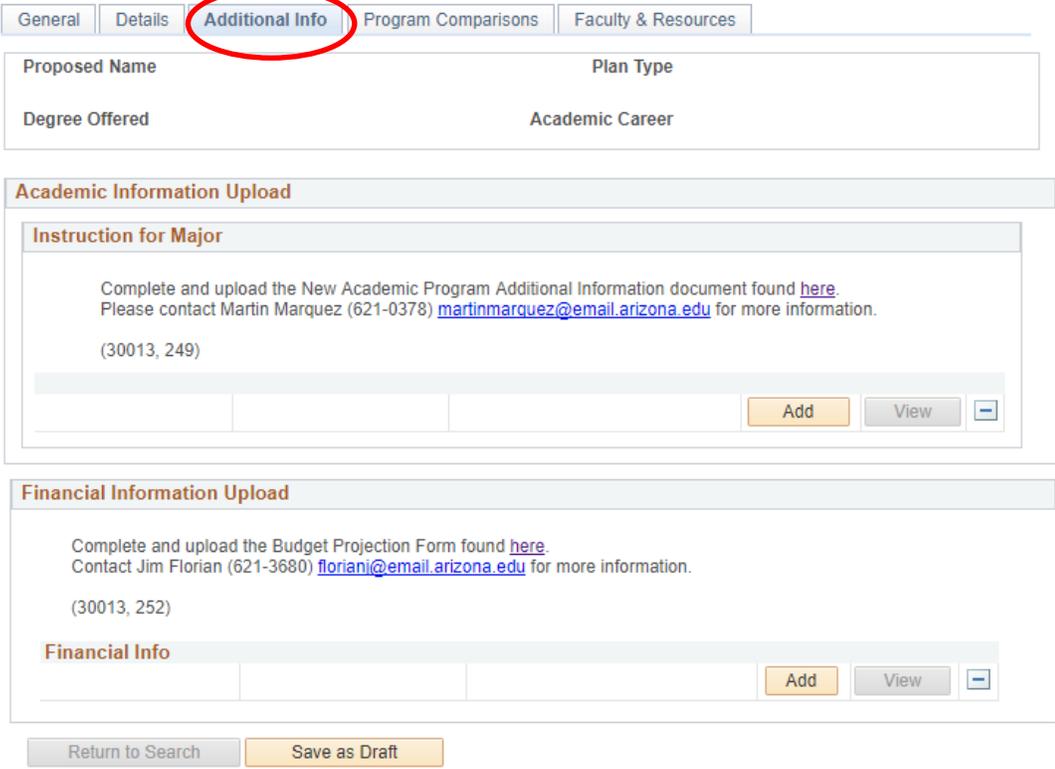
Step	Action
34.	<p>Click the <b>Transcript</b> option.</p> <div data-bbox="305 808 1258 1123" style="border: 1px solid gray; padding: 5px;"> <p><b>Print Option</b></p> <p>Print on: <input checked="" type="checkbox"/> Diploma <input checked="" type="checkbox"/> Transcript</p> <p>Diploma Description <input style="width: 400px; height: 40px;" type="text"/></p> <p>Transcript Description <input style="width: 400px; height: 40px;" type="text"/></p> </div> <p>In the <b>Transcript Description</b> box enter the name of the degree the way it should appear on the student's transcript.</p>

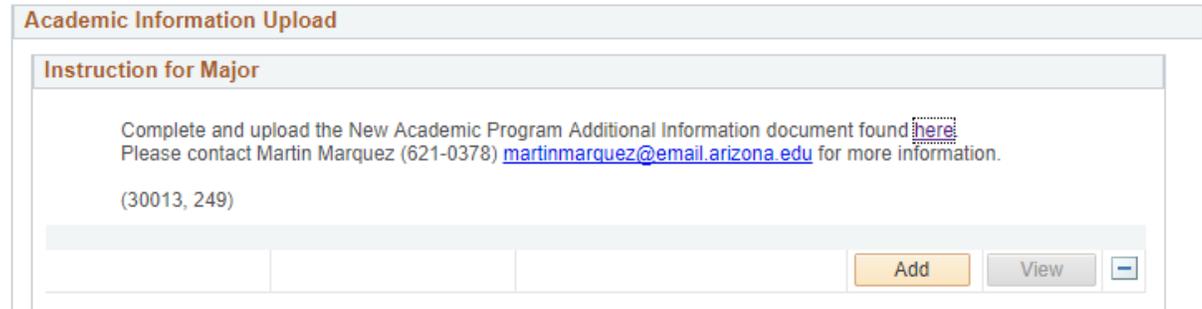
Step	Action
35.	<p data-bbox="302 201 959 233"><b>Conditions for Admission / Declaration of this Major</b></p> <p data-bbox="302 268 1471 331">Enter the desired information into the Explain in detail the criteria to join this major, including GPA field.</p> <div data-bbox="318 380 1487 680" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="329 380 873 407"><b>Conditions for Admission/Declaration of this Major</b></p> <p data-bbox="410 449 1325 520">Explain in detail the criteria to join this major, including GPA requirements, completion of courses prior to declaration, application process, interviews, etc. These conditions must be approved by faculty governance to be enforced.</p> <p data-bbox="410 543 529 569">(30013, 207)</p> <div data-bbox="358 569 1409 646" style="border: 1px solid #ccc; height: 37px; margin-top: 5px;"></div> </div>

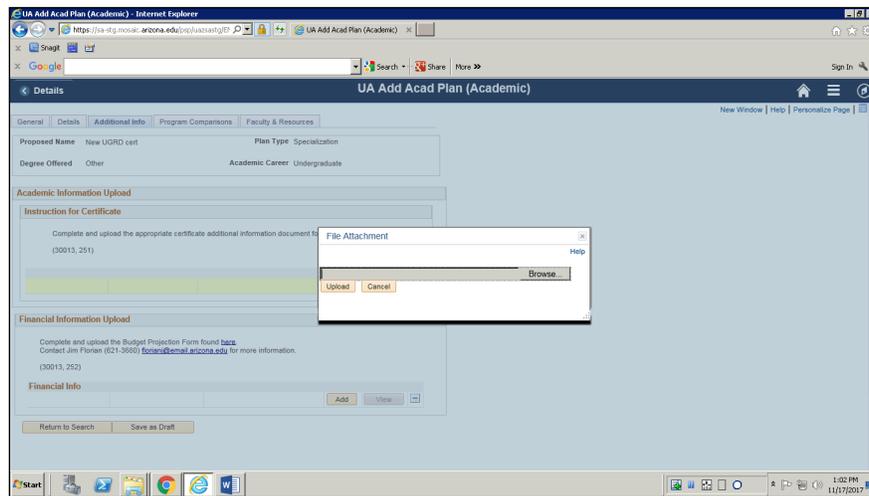
Step	Action
36.	<p data-bbox="302 892 691 924"><b>Requirements for accreditation</b></p> <p data-bbox="302 959 891 991">Enter the criteria for this program to be accredited.</p> <p data-bbox="302 1026 886 1058">If the program will not be accredited, enter ‘<b>N/A</b>’.</p> <div data-bbox="318 1121 1516 1442" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="334 1125 686 1152"><b>Requirements for Accreditation</b></p> <p data-bbox="407 1205 1318 1255">Describe the requirements for accreditation if the program will seek to become accredited. Assess the eligibility of the proposed program for accreditation.</p> <p data-bbox="407 1278 529 1304">(30013, 209)</p> <div data-bbox="367 1304 1427 1402" style="border: 1px solid #ccc; height: 47px; margin-top: 5px;"></div> </div>

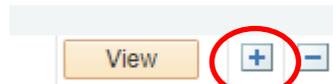
Step	Action
37.	<p data-bbox="302 1627 1495 1690">Click the <b>Save as Draft</b> button, at the bottom of the page. A transaction number will be assigned once it has been saved.</p> <div data-bbox="326 1732 896 1793" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around;"> <span data-bbox="329 1755 618 1793" style="background-color: #e0e0e0; padding: 2px 10px; border: 1px solid #ccc;">Return to Search</span> <span data-bbox="626 1755 893 1793" style="background-color: #f4b084; padding: 2px 10px; border: 1px solid #ccc;">Save as Draft</span> </div> </div>

## Additional Info Tab Inputs

Step	Action
38.	<p>Click the <b>Additional Info</b> tab.</p> 
39.	<p><b>Academic Information Upload</b> frame(s).</p> <p>Depending on the <b>Plan Type</b> selected (on the General Tab) and checking the “Yes” or “No” option to offer a minor, a variation of required frames will be visible.</p> <p>Plan Type Selected:</p> <ul style="list-style-type: none"> <li>- Major with a Minor “No” selected &gt; will result in the <b>Instructions for Major</b> frame to be visible.</li> <li>- Major with a Minor “Yes” selected &gt; will result in the <b>Instructions for Major</b> frame and <b>Instructions for Minor</b> frame to be visible.</li> <li>- Specialization &gt; will result in the <b>Instructions for Certificate</b> frame to be visible.</li> </ul> <p>These frames require a file to be uploaded containing the list of existing courses, new courses, number of units required, etc.</p> <p>This form can be found on the Curricular Affairs, <a href="http://academicadmin.arizona.edu/curricular-affairs/guides-and-forms">Guides &amp; Forms web site</a> (academicadmin.arizona.edu/curricular-affairs/guides-and-forms).</p>

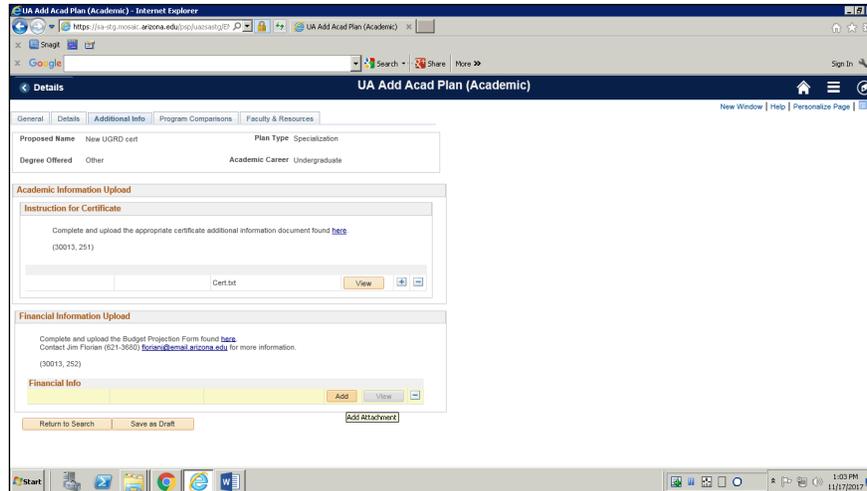
Step	Action
40.	<p>Click the <b>Add</b> button, in the Major, Minor, or Certificate frame (whichever is applicable).</p> 



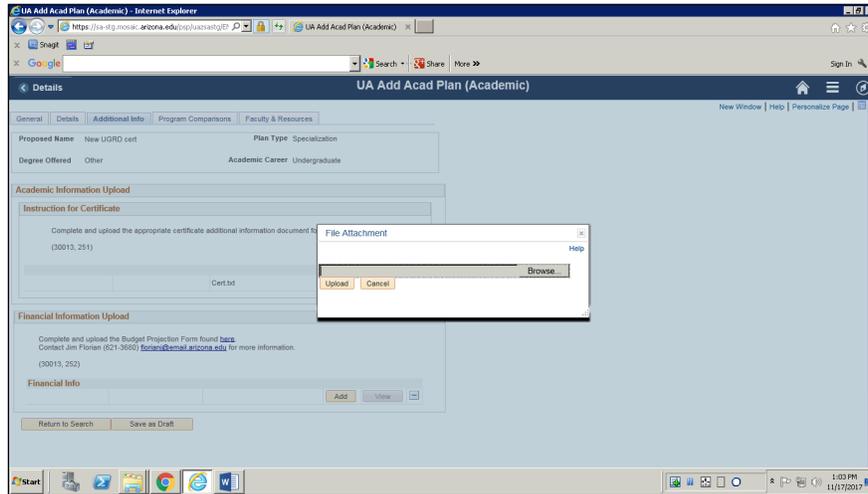
Step	Action
41.	<p>Click <b>Choose File</b> button to browse to the applicable Additional Information files.</p> <p>Click the <b>Open</b> button, or double click your file.</p> <p>Click the <b>Upload</b> button. Your file will now be attached to this transaction.</p> <p>Additional files may be added by selecting the + to the right of your uploaded document.</p> 

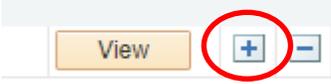
Step	Action
42.	<p>Follow these same instructions for Adding the Minor information, if “Yes” was selected with a Major on the General Tab.</p>

Step	Action
43.	<b>Financial Information Upload</b> frame.



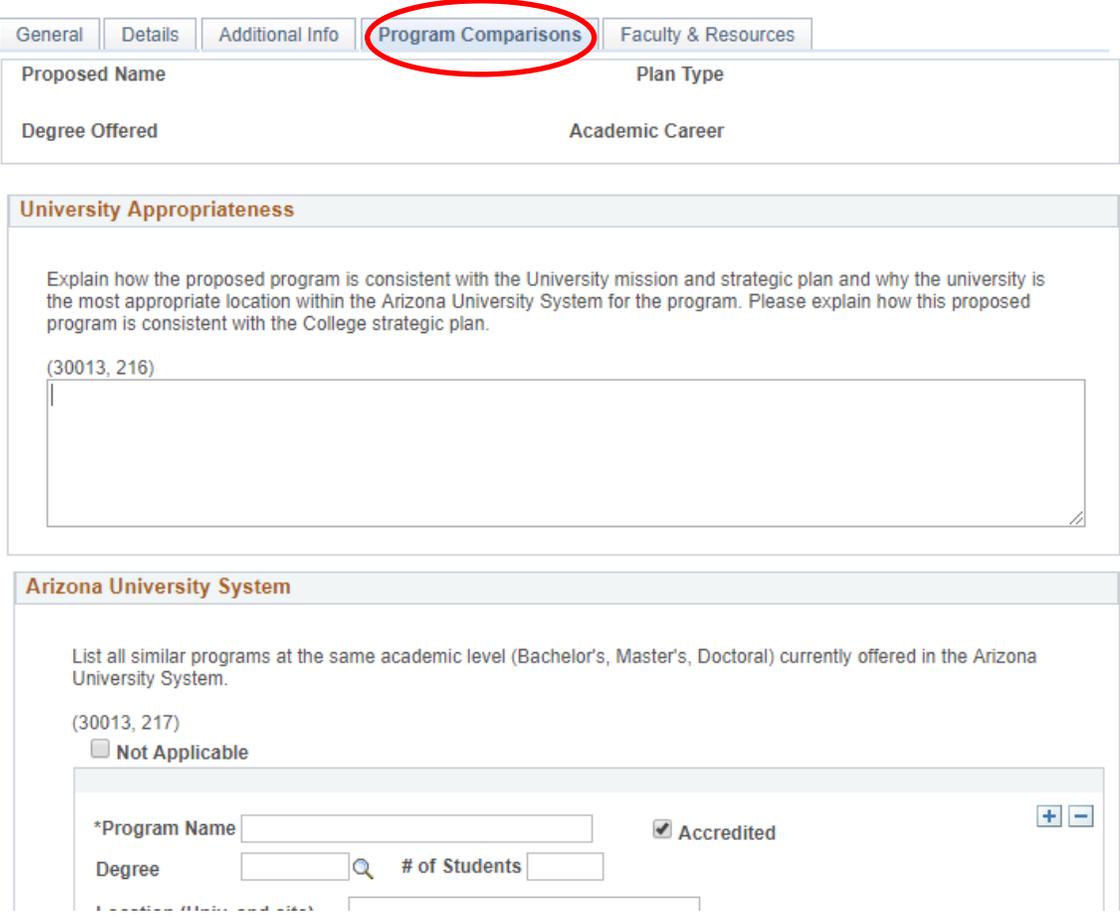
Step	Action
44.	<p>Click the <b>Add</b> button.</p> <div data-bbox="310 976 1490 1255" data-label="Image"> <p>This close-up screenshot shows the "Financial Information Upload" section. It includes the text: "Complete and upload the Budget Projection Form found <a href="#">here</a>. Contact Jim Florian (621-3680) <a href="mailto:florianj@email.arizona.edu">florianj@email.arizona.edu</a> for more information. (30013, 252)". Below this is a table with an "Add" button and a "View" button.</p> </div> <p>This form can be found on the Curricular Affairs, Guides &amp; Forms web site (<a href="http://academicaffairs.arizona.edu/guides-and-forms">academicaffairs.arizona.edu/guides-and-forms</a>).</p> <p>The inputs for this form should be provided by the College/Department Financial Manager working with the Department head/College Dean. If there are any questions regarding the budget/financials, please contact Jim Florian (<a href="mailto:florianj@email.arizona.edu">florianj@email.arizona.edu</a>).</p>

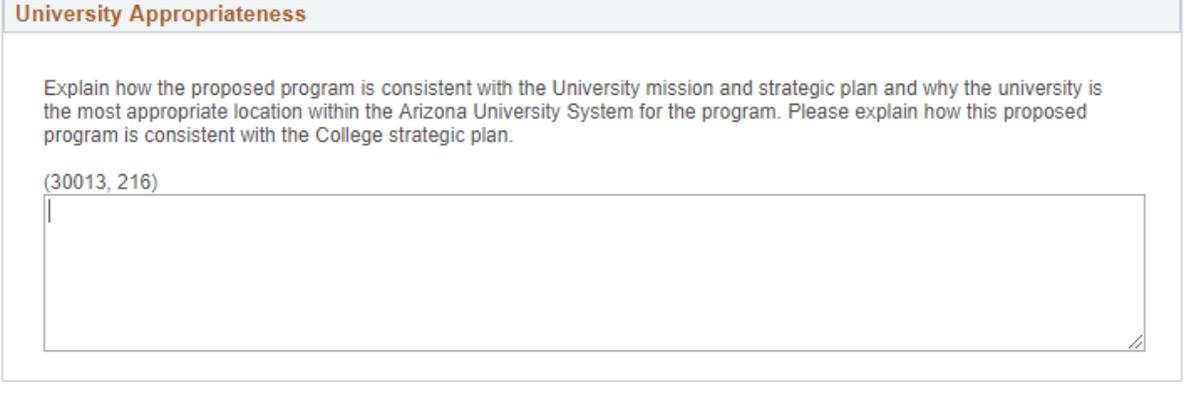


Step	Action
45.	<p>Click <b>Choose File</b> button to browse to the applicable Financial Info files.</p> <p>Click the <b>Open</b> button, or double click your file.</p> <p>Click the <b>Upload</b> button. Your file will now be attached to this transaction.</p> <p>Additional files may be added by selecting the + to the right of your uploaded document.</p> 

Step	Action
46.	<p>Click the <b>Save as Draft</b> button.</p> 

# Program Comparisons Tab

Step	Action
47.	<p>Click the <b>Program Comparisons</b> tab.</p>  <p>The screenshot shows a web interface with five tabs: 'General', 'Details', 'Additional Info', 'Program Comparisons' (circled in red), and 'Faculty &amp; Resources'. Below the tabs are two rows of input fields: 'Proposed Name' and 'Plan Type' in the first row, and 'Degree Offered' and 'Academic Career' in the second row. Below these is a section titled 'University Appropriateness' with a text area containing the instruction: 'Explain how the proposed program is consistent with the University mission and strategic plan and why the university is the most appropriate location within the Arizona University System for the program. Please explain how this proposed program is consistent with the College strategic plan.' Below the text area is a small input field with '(30013, 216)'. Below that is another section titled 'Arizona University System' with the instruction: 'List all similar programs at the same academic level (Bachelor's, Master's, Doctoral) currently offered in the Arizona University System.' Below this is another small input field with '(30013, 217)' and a checkbox labeled 'Not Applicable'. At the bottom is a search form with fields for '*Program Name', 'Degree', and '# of Students', along with a search icon and an 'Accredited' checkbox.</p>

Step	Action
48.	<p>Enter the desired information into the <b>University Appropriateness</b> text field.</p>  <p>The screenshot shows the 'University Appropriateness' section. It contains the same instruction text as in the previous screenshot. Below the text area is a small input field with '(30013, 216)'. The rest of the interface is not visible in this screenshot.</p>

Step	Action
49.	<p><b>Arizona University System</b></p> <p>Check the <b>Not Applicable</b> box if there are NO programs similar to this proposed program being offered at ASU or NAU.</p>
50.	<p>Enter the name of the degree into the <b>Program Name</b> field. For example, "<b>Finance Masters</b>".</p> <p>Uncheck the <b>Accredited</b> box if this institution's program is not accredited.</p> <div data-bbox="316 567 1502 1123" style="border: 1px solid gray; padding: 10px;"> <p><b>Arizona University System</b></p> <p>List all similar programs at the same academic level (Bachelor's, Master's, Doctoral) currently offered in the Arizona University System.</p> <p>(30013, 217)</p> <p><input type="checkbox"/> Not Applicable</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>*Program Name <input type="text"/> <input checked="" type="checkbox"/> Accredited <span style="float: right;">+ -</span></p> <p>Degree <input type="text"/> <input type="button" value="🔍"/> # of Students <input type="text"/></p> <p>Location (Univ. and site) <input type="text"/></p> </div> <p>Contact Martin Marquez (621-0378) <a href="mailto:martinmarquez@email.arizona.edu">martinmarquez@email.arizona.edu</a> for more information.</p> <p>(30013, 218)</p> </div>

Step	Action
51.	<p>Enter the desired information into the <b>Degree</b> field. For example, "<b>BA</b>". This is a pre-defined list pulled from the Degree Table in UAccess. Select the most applicable, or most closely related.</p> <div data-bbox="305 1354 690 1417" style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Degree <input type="text"/> <input type="button" value="🔍"/></p> </div> <p>Or use the magnify glass to select an available, associated location.</p>

Step	Action
52.	<p>Click in the <b># of Students</b> field. Enter the number of students currently enrolled in this program.</p> <div data-bbox="305 1638 620 1701" style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p># of Students <input type="text"/></p> </div> <p>A phone call to the institution's department may be required to obtain this information.</p>

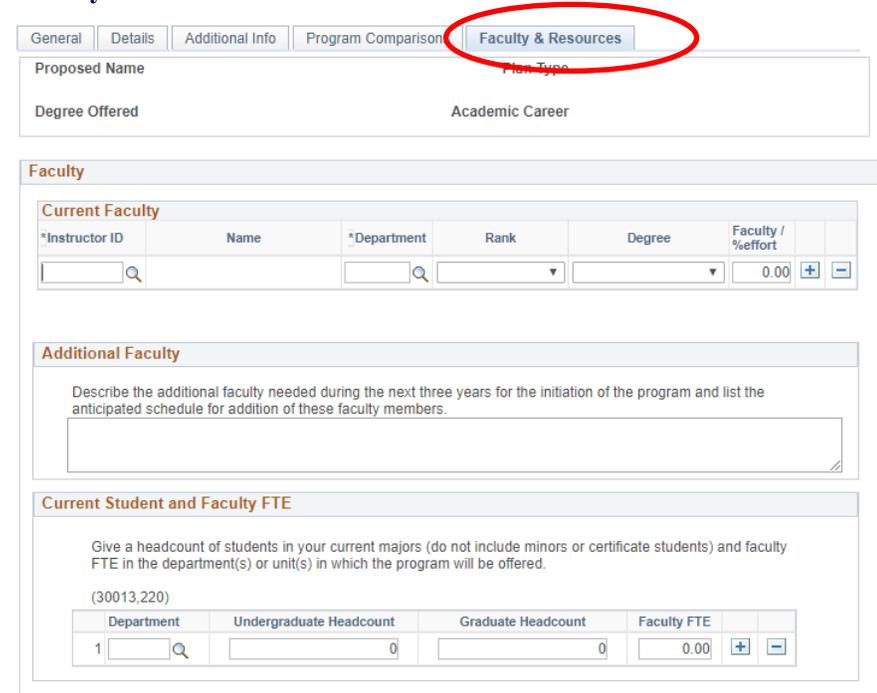
Step	Action
53.	<p>Click in the <b>Location (Univ. and site)</b> field. Enter the name of the institution and site location this program is offered.</p> <div data-bbox="305 331 1101 401" style="border: 1px solid black; padding: 5px;"> <p>Location (Univ. and site) <input style="width: 250px;" type="text"/></p> </div>
54.	<p>To add additional Institution comparisons, click the + button. Complete the same information as listed above.</p> <div data-bbox="316 564 1503 1125" style="border: 1px solid gray; padding: 10px;"> <p><b>Arizona University System</b></p> <p>List all similar programs at the same academic level (Bachelor's, Master's, Doctoral) currently offered in the Arizona University System.</p> <p>(30013, 217)</p> <p><input type="checkbox"/> Not Applicable</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>*Program Name <input style="width: 150px;" type="text"/> <input checked="" type="checkbox"/> Accredited <span style="float: right; border: 2px solid red; border-radius: 50%; padding: 2px 5px;">+ -</span></p> <p>Degree <input style="width: 50px;" type="text"/> <input type="button" value="Q"/> # of Students <input style="width: 50px;" type="text"/></p> <p>Location (Univ. and site) <input style="width: 200px;" type="text"/></p> </div> <p>Contact Martin Marquez (621-0378) <a href="mailto:martinmarquez@email.arizona.edu">martinmarquez@email.arizona.edu</a> for more information.</p> <p>(30013, 218)</p> </div>

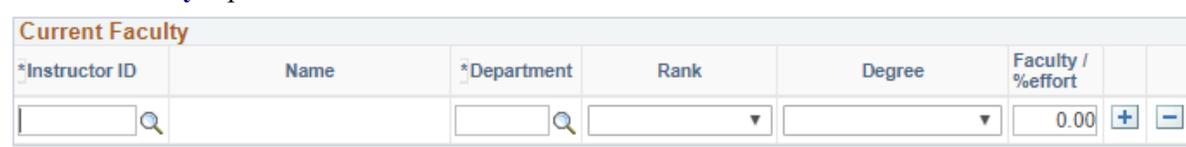
Step	Action
55.	<p><b>Peer Comparison</b></p> <p>Check the <b>Not Applicable</b> box if there are NO programs similar to this proposed program being offered at UA peer institutions.</p> <div data-bbox="326 348 1495 821" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Peer Comparison</b></p> <p>Explain the ways in which it is similar to and different from comparable programs at two public peer institutions. Use the relevant <a href="#">comparison chart</a> to assist you.</p> <p>Note: You may be required to submit a comparison chart for comparable programs in the University of Arizona.</p> <p>(30013, 204)</p> <p><input type="checkbox"/> <b>Not Applicable</b></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: flex-end; gap: 10px; margin-top: 10px;"> <span>Add</span> <span>View</span> <span>[-]</span> </div> </div> <p>Enter the similarities and/or differences between the two programs.</p>

Step	Action
56.	<p>Click in the <b>Add</b> button to upload the comparison table.</p> <div data-bbox="305 1073 1240 1251" style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: flex-end; gap: 10px; margin-top: 5px;"> <span>Add</span> <span>View</span> <span>[-]</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Return to Search</span> <span>Save as Draft</span> </div> </div> <p>This form can be found on the Curricular Affairs, <a href="http://academicadmin.arizona.edu/curricular-affairs/guides-and-forms">Guides &amp; Forms web site</a> (academicadmin.arizona.edu/curricular-affairs/guides-and-forms).</p>

Step	Action
57.	<p>Click the <b>Save as Draft</b> button.</p> <div data-bbox="326 1528 932 1593" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>Return to Search</span> <span>Save as Draft</span> </div> </div>

# Faculty & Resources Tab

Step	Action																												
58.	<p><b>Faculty &amp; Resources Tab</b></p>  <p>General   Details   Additional Info   Program Comparison   <b>Faculty &amp; Resources</b></p> <p>Proposed Name <span style="float: right;">Plan Type</span></p> <p>Degree Offered <span style="float: right;">Academic Career</span></p> <p><b>Faculty</b></p> <p><b>Current Faculty</b></p> <table border="1"> <thead> <tr> <th>*Instructor ID</th> <th>Name</th> <th>*Department</th> <th>Rank</th> <th>Degree</th> <th>Faculty / %effort</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>0.00</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p><b>Additional Faculty</b></p> <p>Describe the additional faculty needed during the next three years for the initiation of the program and list the anticipated schedule for addition of these faculty members.</p> <p><b>Current Student and Faculty FTE</b></p> <p>Give a headcount of students in your current majors (do not include minors or certificate students) and faculty FTE in the department(s) or unit(s) in which the program will be offered.</p> <p>(30013,220)</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Undergraduate Headcount</th> <th>Graduate Headcount</th> <th>Faculty FTE</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>0.00</td> <td>+</td> <td>-</td> </tr> </tbody> </table>	*Instructor ID	Name	*Department	Rank	Degree	Faculty / %effort			<input type="text"/>	0.00	+	-	Department	Undergraduate Headcount	Graduate Headcount	Faculty FTE			1 <input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	+	-				
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Step	Action																
59.	<b>Faculty</b> Frame Inputs																
60.	<b>Current Faculty</b> input fields.																
	 <table border="1"> <thead> <tr> <th>*Instructor ID</th> <th>Name</th> <th>*Department</th> <th>Rank</th> <th>Degree</th> <th>Faculty / %effort</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>0.00</td> <td>+</td> <td>-</td> </tr> </tbody> </table>	*Instructor ID	Name	*Department	Rank	Degree	Faculty / %effort			<input type="text"/>	0.00	+	-				
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	+	-										
61.	<p><b>Instructor ID</b> input. List all associated Instructors for this program.</p> <p>Enter the Instructor's employee ID, this is a numeric entry, or use the magnify glass to search by instructors name.</p> <p>To add additional instructors, click the + button to the left.</p>																
62.	<p><b>Department</b> input. Enter the Instructor's department. This is a numeric entry. Or use the magnify glass to search for the appropriate department.</p>																
63.	<p><b>Rank</b> drop down. Select the appropriate Rank of the Instructor using the drop down options.</p>																
64.	<p><b>Degree</b> drop down. Select the appropriate Degree held by the instructor using the drop down options.</p>																
65.	<p><b>Faculty / % effort</b> input. Enter the appropriate % effort for this instructor.</p>																
66.	<p>Every faculty member supporting this proposed program should be listed here. To add another row, click the + icon to the far right the input cells.</p>																

Step	Action
67.	<p>Click in the <b>Additional Faculty</b> field.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Additional Faculty</b></p> <p>Describe the additional faculty needed during the next three years for the initiation of the program and list the anticipated schedule for addition of these faculty members.</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> <p>Describe the additional faculty needed during the next three years.</p>

Step	Action														
68.	<p><b>Current Student and Faculty FTE</b> input fields.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Current Student and Faculty FTE</b></p> <p>Give a headcount of students in your current majors (do not include minors or certificate students) and faculty FTE in the department(s) or unit(s) in which the program will be offered.</p> <p>(30013,220)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Department</th> <th style="width: 25%;">Undergraduate Headcount</th> <th style="width: 25%;">Graduate Headcount</th> <th style="width: 15%;">Faculty FTE</th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value=""/> </td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> </div> <p>To add additional row, click the + icon on the far right of the input cells.</p>		Department	Undergraduate Headcount	Graduate Headcount	Faculty FTE			1	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
	Department	Undergraduate Headcount	Graduate Headcount	Faculty FTE											
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69.	<p><b>Department</b> input cell. This is a numeric input for each department this program will be offered.</p> <p>Or click the magnify glass to search for the applicable department.</p>														
70.	<p><b>Undergraduate Headcount</b> input cell. Enter the current headcount of undergraduate students in your current majors.</p>														
71.	<p><b>Graduate Headcount</b> input cell. Enter the current headcount of Graduate students in your current majors.</p>														
72.	<p><b>Faculty FTE</b> input cell. Enter the current faculty FTE in your current majors.</p>														

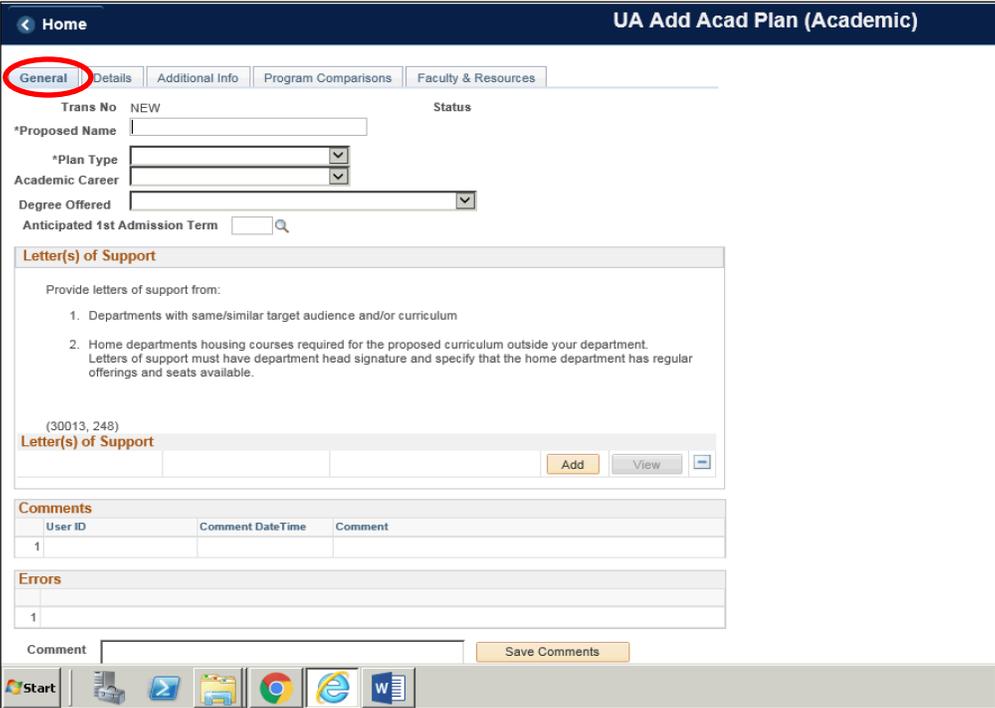
Step	Action																																	
73.	<p><b>Projected Student and Faculty FTE</b> input fields.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Projected Student and Faculty FTE</b></p> <p>Give the projected numbers of students and faculty FTE for the next three years in the department or unit in which the program will be offered.</p> <p>(30013, 221)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Department</th> <th colspan="3">Undergraduate Headcount</th> <th colspan="3">Graduate Headcount</th> <th colspan="3">Faculty FTE</th> <th rowspan="2"></th> <th rowspan="2"></th> </tr> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> </tr> </thead> <tbody> <tr> <td>1 <input style="width: 80px;" type="text" value=""/> <input type="button" value="🔍"/></td> <td><input style="width: 40px;" type="text" value="0"/></td> <td><input style="width: 40px;" type="text" value="0.00"/></td> <td><input style="width: 40px;" type="text" value="0.00"/></td> <td><input style="width: 40px;" type="text" value="0.00"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> </div> <p>To add additional rows, click the + icon to the right of the input cells.</p>	Department	Undergraduate Headcount			Graduate Headcount			Faculty FTE					Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	1 <input style="width: 80px;" type="text" value=""/> <input type="button" value="🔍"/>	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 40px;" type="text" value="0.00"/>	<input style="width: 40px;" type="text" value="0.00"/>	<input style="width: 40px;" type="text" value="0.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>					
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74.	<p><b>Department</b> input cell. This is a numeric input for each department this program will be offered.</p> <p>Or click the magnify glass to search for the applicable department.</p>																																	
75.	<p><b>Undergraduate Headcount</b> and/or <b>Graduate Headcount</b> input cells. Enter the projected number of students for the <i>next</i> three years for each department this program will be offered.</p>																																	
76.	<p><b>Faculty FTE</b> input cells. Enter the projected number of faculty FTE for the <i>next</i> three years.</p>																																	

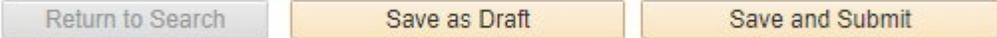
Step	Action
77.	<p><b>Library</b> input field.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Library</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p><b>Acquisitions Needed</b></p> <p>Describe additional library acquisitions needed during the next three years for the successful initiation of the program.</p> <p>(30013, 222)</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> </div> <p>In the text field, describe additional library acquisitions needed during the next three years to successfully launch this program.</p>

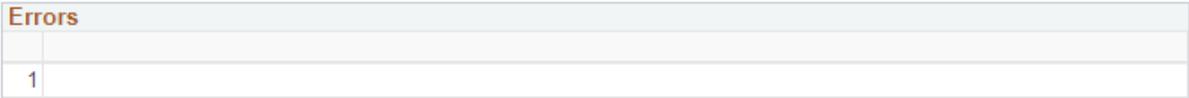
Step	Action
78.	<p><b>Physical Facilities and Equipment</b> frame.</p> <div data-bbox="310 243 1474 800" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Physical Facilities and Equipment</b></p> <div data-bbox="329 300 1442 541" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Existing Physical Facilities</b></p> <p>Assess the adequacy of existing physical facilities and equipment available for the proposed program. Include special classrooms, laboratories, physical equipment, computer facilities, etc.</p> <p>(30013, 223)</p> <div data-bbox="410 449 1369 520" style="border: 1px solid #ccc; height: 34px;"></div> </div> <div data-bbox="329 558 1442 779" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Additional Facilities Required or Anticipated</b></p> <p>Describe additional physical facilities and equipment that will be required or are anticipated during the next three years for the proposed program.</p> <p>(30013, 224)</p> <div data-bbox="415 709 1382 768" style="border: 1px solid #ccc; height: 28px;"></div> </div> </div>
79.	<p><b>Existing Physical Facilities</b> input text cell.</p> <div data-bbox="310 909 1495 1163" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Existing Physical Facilities</b></p> <p>Assess the adequacy of existing physical facilities and equipment available for the proposed program. Include special classrooms, laboratories, physical equipment, computer facilities, etc.</p> <p>(30013, 223)</p> <div data-bbox="394 1066 1417 1138" style="border: 1px solid #ccc; height: 34px;"></div> </div> <p>Enter the requested information related to existing facilities.</p>
80.	<p><b>Additional Facilities Required or Anticipated</b> input text cell.</p> <div data-bbox="310 1297 1495 1539" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Additional Facilities Required or Anticipated</b></p> <p>Describe additional physical facilities and equipment that will be required or are anticipated during the next three years for the proposed program.</p> <p>(30013, 224)</p> <div data-bbox="407 1465 1442 1524" style="border: 1px solid #ccc; height: 28px;"></div> </div> <p>Enter the requested information related to additional facilities or equipment that will be required in the next three years of this program.</p>

Step	Action
81.	<p><b>Other Support</b> frame.</p> <div data-bbox="310 243 1503 779" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Other Support</b></p> <div data-bbox="329 306 1463 527" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Other Support Currently Available</b></p> <p>Describe other support currently available for the proposed program. Include support staff, university and non-university assistance.</p> <p>(30013, 226)</p> <input data-bbox="431 468 1422 512" type="text"/> </div> <div data-bbox="329 541 1463 762" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Other Support Needed over the Next Three Years</b></p> <p>List additional staff and other assistance needed for the next three years.</p> <p>(30013, 227)</p> <input data-bbox="427 678 1395 749" type="text"/> </div> </div>
82.	<p><b>Other Support Currently Available</b> input text cell.</p> <div data-bbox="310 852 1503 1083" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Other Support Currently Available</b></p> <p>Describe other support currently available for the proposed program. Include support staff, university and non-university assistance.</p> <p>(30013, 226)</p> <input data-bbox="415 1020 1463 1064" type="text"/> </div> <p>Enter the requested information related to staff, assistance, etc. if applicable. If not, enter an “<b>N/A</b>”.</p>
83.	<p><b>Other Support Needed over the Next Three Years</b> input text cell.</p> <div data-bbox="310 1247 1503 1472" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Other Support Needed over the Next Three Years</b></p> <p>List additional staff and other assistance needed for the next three years.</p> <p>(30013, 227)</p> <input data-bbox="412 1388 1430 1465" type="text"/> </div> <p>Enter the requested information related to staff, assistance, etc. that will be needed in the next three years, if applicable. If not, enter an “<b>N/A</b>”.</p>

Step	Action
84.	<p>Click the <b>Save as Draft</b> button.</p> <div data-bbox="315 1738 881 1780" style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-around;"> <span data-bbox="315 1738 607 1780" style="background-color: #f0f0f0; padding: 5px 15px;">Return to Search</span> <span data-bbox="607 1738 881 1780" style="background-color: #f4a460; padding: 5px 15px; color: white;">Save as Draft</span> </div>

Step	Action
85.	<p>Return to the <b>General</b> tab.</p> 

Step	Action
86.	<p>Click the <b>Save and Submit</b> button.</p>  <p>Once submitted, changes can only be made by/through Curricular Affairs.</p>

Step	Action
87.	<p><b>Errors</b>, if they occur.</p>  <p>A list of Errors will appear in the Error Box, under the Comment Box, on the General Tab.</p> <p>Most Errors are related to a required input cell or an upload file not being completed. The Tab will be listed, return to that Tab and complete the required input. Save and Submit again.</p>