**Route for approval: School director/department head (managing administrator) > College Academic/Associate Dean > Curricular Affairs> Undergraduate Council (UGC) > Undergraduate College Academic Administrators Council (CAAC)  
  
Complete this form and submit to the** [**Office of Curricular Affairs**](mailto:curricular_affairs@list.arizona.edu)**, no later than January 1 to be considered for inclusion in the following year’s Academic Catalog.**

1. **Requested by (College & School/Department):**
2. **Proposer’s name, title, email and phone number:**

## Degree, major and number of students currently enrolled in the major (include dual majors):

1. **Total number of students that have completed the major in the past 3 years:**

## Complete the table below capturing information about your existing major emphases. Add columns as needed. Delete example (EX) column before submitting.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of existing emphasis plan(s) | EX: Fire Studies |  |  |
| First term emphasis was offered | Fall 2016 |  |  |
| Minimum units required to complete major core and emphasis (total) | 45 |  |  |
| Minimum upper division (300 level or above) units required to complete major core and emphasis (total) | 21 |  |  |
| Additional requirements to complete emphasis (supporting coursework\*, 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 |  |  |

## \*- courses that do not count towards major units and major GPA, but are required for the major

## Name of the proposed emphasis:

## Campus and location offering-indicate the campus(es) and location(s) where this emphasis will be offered.

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Main | ☐ UA Online (provide copy of approval to launch) | ☐ Phoenix Biomedical | ☐ Distance (provide copy of approval) |
|  |  |  |  |
|  |  |  |  |

## Provide a rationale for the proposed new emphasis. Survey your current majors to provide evidence of student interest in/demand for the proposed emphasis – attach the survey questions and results at the end of this proposal. Write a short summary of the findings of the survey. Ensure your survey seeks evidence of how the new emphasis will impact existing emphases. You may also include external data (Bureau of Labor Statistics, reports/letters of support from relevant bodies, etc.). Curricular Affairs can provide a job posting/ demand report by skills obtained/outcomes of the proposed emphasis. Please contact [Office of Curricular Affairs](mailto:curricular_affairs@list.arizona.edu) to request the report for your proposal.

1. **At minimum, provide two unique learning outcomes for the proposed emphasis. Which courses in the emphasis will Introduce, Practice, and/or Assess the learning outcomes? Use the table below to provide the information. Add rows as needed. Delete example (EX) row before submitting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcome** | **Introduced** | **Practiced** | **Assessed** |
| EX: Students will be able to…. | FIRE 378 | FIRE 381 | FIRE 388 |
|  |  |  |  |
|  |  |  |  |

**X. Requirements to meet 40% commonality across emphases.** [**ABOR Policy 2-221-c. Academic Degree Programs Subspecializations**](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. Delete example (EX) rows before submitting.**

|  |  |  |
| --- | --- | --- |
| **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 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total major core upper division units required** |  |
|  | **Total major core units required** |  |

## 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 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. 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.

|  |  |  |
| --- | --- | --- |
| **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 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **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. **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**](https://uaccess.schedule.arizona.edu/psp/pubsaprd/UA_CATALOG/HRMS/h/?tab=DEFAULT) **or** [**UAnalytics**](https://analytics.uaccess.arizona.edu/analytics/saw.dll?dashboard&PortalPath=%2Fshared%2FStudent%2F_portal%2FCatalog%20and%20Schedule) **(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 courses 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 378 | Fire Studies I | Fall, every year | Fire | John Smith, Joan Smith, Abel Smith, Jack Smith, |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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. 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 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **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.
2. **Emphasis productivity** – provide a detailed plan in the case the emphasis does not attract the number of anticipated students and/or the new courses have low enrollments. Will emphasis courses continue to be offered as described in Section XIII and XIV or will students be offered alternative courses from outside the emphasis as substitutions? Is the department/school/college committed to offering the courses regardless of the emphasis productivity?
3. **Do you want the emphasis name to appear on the transcript? ☐ Yes ☐ No**
4. **Do you want the emphasis name to appear on the diploma? ☐ Yes ☐ No**
5. **Anticipated semester and year to launch the proposed emphasis:**
6. **Number of new faculty hires required to deliver the emphasis:**
7. **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) efficiency of course offerings.

2) course offerings are appropriate and match the expertise of the faculty.

3) evidence of sufficient student demand.

3) no major conflict with existing programs.

1. **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 (printed name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**All programs that will be offered through distance learning and/or fully online must include the following signature. The signature of approval does not indicate a commitment to invest in this program. Any potential investment agreement is a separate process.**

Craig Wilson, Vice Provost, Online and Distance Education

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: In some situations, signatures of more than one unit head and/or college dean may be required.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For use by Curricular Affairs:   |  |  | | --- | --- | | Committee | Approval date | | Academic Programs Subcommittee |  | | Undergraduate Council |  | | Undergraduate College Academic Administrators Council |  | |
| ☐ Create approval memo |
| ☐ Send memo to college/dept and acad\_org listserv |
| ☐ Create emphasis code in UAccess, including secondary major emphasis code |
| ☐Upload approval memo and proposal documents to UAccess |
| ☐ Notify acad\_org of the plan code creation |
| ☐ Notify ADVIP team, include proposers |