

**Academic Programs Proposal Cover Sheet
Degree/Certificate Programs**

(Academic Programs Committee will fill in items on the next line.)

APD# _____ Date Received _____ Date Approved _____

(Underlines will expand as you type.)

Program Title _____

Department(s) _____

Mark (click on) one: Associate Degree Bachelor's Degree Certificate

- Addition of a new degree and/or degree program* (new degrees and degree programs require the Ohio Board of Regents' approval): Attach the Preliminary Prospectus required by OBOR, as outlined on the attachment. Complete items A through J of guidelines attached. If a proposed program shares 50% or more of its major courses with an existing program, it may be eligible for streamlined OBOR approval, but items A through J are still required. Check if you propose to make 50% or more of a program hybrid or online: .
- Change in degree program: Attach a proposal that includes items A, B, F (**including old and new curriculum sheets**), I, J (including the impact on other departments/programs in the University), and K of the guidelines attached.* Check here if you are proposing an additional option or concentration within an existing program: . Check here if you propose to make 50% or more of a program hybrid or online: .
- Deletion of a program: Program title change only and being replaced by another name
 Deletion of degree program
_____ Number of current majors

Complete items B, D, I, and K of the guidelines attached.*

Address what direction and assistance will be given to current majors:

- will continue under old name until _____
 current students may request new name and/or new curriculum
 will continue old name and/or curriculum until _____
 this change in program name is required for accreditation

Indicate the impact, if any, of the proposed program change on existing minors (*underlined area will expand as you type*): _____

***Note:** If the proposal affects another/other department(s)/program(s), please provide a memo signed by the parties involved, stating that the proposal has been discussed with the department(s)/program(s).

Required signatures (handwritten signatures required; date may be typed):

Before submitting proposal to Academic Programs Committee:

Department Chairperson(s) _____ Date _____

College Curriculum/Prog. Committee (s) _____ Date _____

Dean(s) _____ Date _____

Before 10-day circulation to deans and chairs:

Academic Programs Comm. Chairperson _____ Date _____

After 10-day circulation:

Academic Senate Chairperson _____ Date _____

Note: If a proposal is returned to the department, the revised proposal with a second signature page must be submitted with the entire original proposal.

Revised 12/2010

Guidelines

- A. Indicate the title of the proposed program, and indicate whether it is a new degree, a new degree program and/or option within an existing program, or modification of an existing program.
- B. State the rationale for initiating this action.
- C. Provide information regarding the relationship of the proposed program action to the overall mission of the institution. Indicate whether the program is a part of an ongoing traditional mission, or related to current strategies for modifying or redirecting institutional objectives.
- D. Indicate the proposed implementation date for this action.
- E. Indicate the department(s) or other organizational unit(s) responsible for this program.
- F. Describe, in catalog style, the program, including each concentration or option. Include program-level outcomes and a table listing all courses in the major and the number of semester hours for each, plus the total number of hours for the program (and subtotals if there are categories within the program), including the number of hours of general education required beyond the major. Indicate any prerequisites that students must take that do not apply toward the major. Also indicate approved capstone course within the major.

If the proposed change is an additional option within an existing program, be explicit about how the new option differs from the original program and/or other options within the program.

If the proposed change is a modification of an existing program, include both old and new curriculum sheets, and indicate the specific changes, both in an accompanying description and by bolding or shading within the curriculum sheets.

Please note: Attach course proposals for any new courses or proposed course revisions within the program. You may submit forms simultaneously to the Academic Programs Committee (APC) and the Undergraduate Curriculum Committee (UCC), but you must provide documentation that the revised or new courses have been approved by the UCC before the APC can approve a program proposal.

- G. Provide details regarding the source of students. Provide estimates of the numbers of students (FTE) expected to enroll in the proposed program over the next four-year period. Indicate whether these will be current students or new students, and how many are estimated to be full-time and/or part-time.
- H. Indicate the availability of other such programs within fifty miles.
- I. Describe the impact this program will have on facilities, faculty, and support services.
- J. Estimate total costs, over and above current levels of operation, associated with this proposed program during the next four years.
- K. Review the potential impact of the program change on minors in your department or in other departments. Is there an impact, and if so, what is the impact? (Check any official minors in your program or affecting other departments and programs to see if you need to change a minor based on changes in the program.)

Requirements for Programs

The following must be included to meet General Education and graduation requirements.

Baccalaureate Programs

- 1. Number of hours required in the major meets or exceeds the University minimum of either 30 hours in one department or 48 hours in a combined major.
- 2. Total number of hours for the degree does not exceed 124, or adequate rationale is provided for exceeding 124 hours (e.g., comparable programs in other institutions, documentation of accreditation requirements, mission and goals).
- 3. Students in the program will be able to complete 60 or more hours at the 2000 level or higher.
- 4. Students in the program will be able to complete 48 or more hours at the 3000 level or higher.
- 5. Except for combined majors and professional programs, there is sufficient room in the curriculum for a minor of 18 hours.
- 6. GER: Two writing courses are indicated, or room is available.
- 7. GER: One communication course, or room is available
- 8. GER: One mathematics course, or room is available

Note: Courses from 9 thru 13 must total nine courses

- 9. GER: Two Natural Science courses (with at least one lab) are indicated, or room is available.
- 10. GER: Two Arts and Humanities courses are indicated, or room is available.
- 11. GER: Two Social Sciences courses are indicated, or room is available.
- 12. GER: Two Social and Personal Awareness courses are indicated, or room is available.
- 13. GER: One general education elective is indicated, or room is available.
- 14. GER: One capstone course is indicated in the major.

Associate Degree Programs

The following are Ohio Board of Regents regulations:

- 1. The total hours for the degree meet the minimum of 60 hours and do not exceed 73 hours
- 2. A minimum of 30 hours of technical courses
- 3. A minimum of 14 hours in basic related studies
- 4. A minimum of 15 hours in General Education, including:
 - Oral Communication
 - Written communication
 - Social Studies
 - Humanities

The following are General Education requirements for an associate degree:

- Writing I and II
- Four additional courses from at least three of the following areas are indicated, or room is available:
 - Natural Sciences
 - Arts and Humanities
 - Social Science
 - Social and Personal Awareness
 - Mathematics
 - Speech

No more than one course counted toward the general education requirement can be in math.

If you wish to develop an Associate of Arts or Technical Study degree, consult the Provost's Office for requirements.