New Undergraduate Program Transmittal Form

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department: | | |  | | | Date: |  | |
| NOTE: upon completion of all required approvals, NEW PROGRAMS WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR.  If you wish to request a particular effective date, provide details on the following page. | | | | | | | | |
| Title of program/concentration/minor: | | | |  | | | | |
| Check the type of program and supply the requested information. Attach required documentation. | | | | | | | | |
|  | | **New degree program** (Attach ADHE Form P-1 and Curriculum Attachment D.\*) | | | | | | |
|  | | **New degree program by “reconfiguration” of an existing degree program** (Attach ADHE Attachment K and Curriculum Attachment D.\*) | | | | | | |
|  | | **New certificate program** (Attach ADHE Attachment G1 or G2, Curriculum Attachment D,\* and Curriculum Attachment C signed by the Director of Financial Aid.\*\*) | | | | | | |
|  | | **New concentration, emphasis, option, or track in an existing program.** (Attach ADHE Attachment I1 and Curriculum Attachment D.) | | | | | | |
|  | | **New minor program** (Attach ADHE Attachment I2.) | | | | | | |
| \* | Consult the Director of Assessment before completing Curriculum Attachment D. This attachment, signed by the Director of Assessment, must accompany the curriculum proposal throughout the internal curriculum process. | | | | | | | |
| \*\* | Consult the Director of Financial Aid early in the development of a new certificate program to determine whether students enrolled in the program will be eligible for financial aid. Attachment C must accompany the proposal throughout the internal curriculum process. | | | | | | | |
| Are any of the prerequisites or requirements of the proposed program offered by another department? | | | | |  | | |  |
| If YES, attach a signed letter from each department’s chair describing the impact on the department. | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Recommended by Department and College | | | | | | |
| 1. |  |  | 2. |  |  |  |
|  | Department Curriculum Committee | Date |  | Department Chair | Date |  |
| 3. |  |  | 4. |  |  |  |
|  | College Curriculum & Assessment Committee | Date |  | College Dean | Date |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Recommended by University Councils | | | | | | | | | | | | |
| Submit proposals to the appropriate university Council(s) at least one month before the meeting in which action is desired. | | | | | | | | | | | |  |
| Is this a new teacher education program or option? | | | | | |  |  | |  | |  |  |
| If YES, it must be reviewed by the Professional Education Council. | | | | | | |  | |  | | |  |
| 5. | | |  | |  | | 6. | |  |  | |  |
|  | | Professional Education Council | | | Date | |  | | Undergraduate Council | Date | |  |
| 7. |  | | |  | | |  | |  |  | |  |
|  | Council of Deans | | | Date | | | |  |  |  | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Approved by | | | |  | | | | |
| 8. |  | |  | 9. |  | |  |  |
|  | Provost | | Date |  | President | | Date |  |
| The Office of the Provost sends all required documentation to the UCA Board of Trustees and the AHECB. | | | | | | | | |
| 10. | Letter of Intent to AHECB (if required) |  | | 11. | Notification to or Approval by Board of Trustees (as required) |  | |  |
|  |
|  | Date | |  | Date | |  |
| 12. | Notification to or Approval by AHECB (as required) |  | | Recorded in Bulletin by | | |  |  |
|  |  | Date | | 13. |  | |  |  |
|  |  |  | |  | Office of the Provost | | Date |  |
| The Office of the Provost retains the original and sends a copy to the Office of the Registrar for changes in Degree Works. | | | | | | | | |
| Recorded in Banner by | | | | Recorded in Degree Works by | | | | |
| 14. |  | |  | 15. |  | |  |  |
|  | Office of the Provost | | Date |  | Office of the Registrar | | Date |  |
| The Registrar returns the signed copy to the Office of the Provost. The Office of the Provost sends a copy to the originating department. | | | | | | | | |

Address the following items by typing or pasting the response in the area below the section.

I. PROPOSED REVISION TO THE UNDERGRADUATE BULLETIN

Cut and paste below the relevant section(s) of the current Undergraduate Bulletin. ~~Strikethrough~~ text to be deleted. Highlight text to be added.

Click here to enter text.

II. EFFECTIVE DATE REQUEST

If you wish to request a specific effective term, indicate the requested effective term here and provide justification. If not, enter N/A.

Click here to enter text.