

# Curriculog

Help Instructions for Forms



Organized by Evelyn Roach

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## Course Forms

Form Fields	Instructions
<b>Academic Division</b>	Select your academic division from the drop-down box
<b>College/School</b>	Select your college or school from the drop-down box.
<b>Department</b>	Select your department from the drop-down box.
<b>Academic Justification</b>	Explain why your department needs this course, what role the course fills in the curriculum, and how the course supports improvement in the education of the discipline. If appropriate, include peer recommendations from an accreditation review, program review, or academic audit. Spell out titles of a national accrediting agency or other sources.
<b>Subject</b>	Select the appropriate course subject from the drop-down box. The subject parallels the course rubric and is need for a catalog function.
<b>Course Rubric</b>	Select the approved course rubric (ACCT, CHEM.) Check Banner form SCACRSE for assistance.
<b>Course Number</b>	Enter the appropriate number for the level of the course. Check Banner form SCACRSE for unused numbers
<b>Course Level</b>	Select the appropriate course level. If the course is dual listed, please select both undergraduate and graduate.
<b>Dual Listed</b>	Enter the dual listed number (4xx7, 5xx7), if applicable.
<b>Cross-Listed</b>	If applicable, enter all course rubrics; the numbers will be the same for all.
<b>Course Title</b>	Enter the course title that will appear on GoldLink and in the catalog.
<b>Transcript Title</b>	Enter a transcript title that is no more than 30 characters, including periods, ampersands, spaces, etc. Abbreviations may be used if they are clear and accurately represent the course.
<b>Course Credits</b>	Enter the number of credits appropriate for the proposed course level and learning outcomes. If the course has variable credit, indicate the range (e.g., 3-6).
<b>Prerequisite(s)</b>	<p>Prerequisites are courses that must be taken before enrollment in this course and in the course inventory.</p> <p>Course rubrics and numbers or worded statements (e.g., "with instructor approval, senior standing") are entered in this field.</p> <p>Prerequisites can be "and," "or," or both "and" &amp; "or." Be conservative in listing prerequisites and avoid redundancy in listing prerequisites. If needed, differentiate undergraduate and graduate prerequisites.</p> <p>Banner restricts enrollment only for identified courses, not for worded statements. Worded prerequisites (e.g., junior standing) may be entered</p>

	but Banner will not restrict enrollment except with the rubric and number.
<b>Corequisites</b>	Corequisites are courses that must be taken at the same time as this course. If needed, differentiate undergraduate and graduate prerequisites. A course cannot be both a prerequisite and corequisite. There can be no “or” in a list of corequisites. Course rubrics and numbers are entered in this field.
<b>Catalog Description</b>	Enter a short, concise and informative description of the course a) beginning with a verb, not “this course,” and b) written in present, not using will. If you include topics in the description, enter "Topics may include ...." Only in specific circumstances should course requirements be included in the description. Examples include major outside-of-class assignments/projects, study abroad, field- based learning, service learning, etc.  Do not include prerequisites or corequisites in this description.
<b>Grade Type</b>	Choose the type of grade for this course from the drop-down menu. Note: Undergraduate students pursuing degrees may count no more than 12 credit hours earned on a P/F or S/U basis at ETSU toward graduation.  The only P/F or S/U courses that can be on a graduate program of study are thesis, dissertation, reading and research, or capstone.
<b>Course Repeatable for Credit</b>	Course may be taken multiple times and credit earned each time.
<b>Total Credit if repeatable</b>	If the course is repeatable for credit, indicate the total number of credits that may be earned or if it is unlimited.
<b>Instructional Delivery Method</b>	Descriptions below refer to the primary method by which the course content is taught.
<b>Instructional Delivery Mode</b>	Descriptions below refer only to the way the actual instructional contact hours each week are delivered. Using technology for some homework assignments or using technology in a face-to-face class is not counted toward the amount of direct instruction delivered technology.  <ul style="list-style-type: none"> <li>• Traditional: direct instruction - face-to-face instruction.</li> <li>• Hybrid: a majority of the direct instruction of the program is delivered using some form of technology along with some face-to- face instruction.</li> <li>• Fully Online: all of the direct instruction of the program is delivered using some form of technology.</li> </ul>
<b>Course similar to courses in other department</b>	If there is a possibility that another course is similar to this one, contact the department(s) offering the course and attach documentation from the chair that this course does not conflict or duplicate with that department’s course(s).

<b>Contact information for similar courses</b>	Enter contact information, if applicable, for other departments contacted. Separate with semicolons if more than one.
<b>Course planned for school personnel licensure</b>	The Teacher Education Advisory Committee must review and approve proposals for courses required in a program that leads to a professional license for work in schools (e.g., teacher, school social worker, principal).  Licensure courses may be offered in colleges other than Education (e.g., Arts and Sciences). If you are unsure if the proposed action requires review for the Teacher Education Council, please contact the Associate Dean in the Clemmer College.
<b>Identify course instructors</b>	List by name all faculty who have the proper credentials to teach this course. Indicate if a search is being conducted. The instructor for any 4xx7 or graduate course must have active graduate faculty status at the specified level indicated. Graduate program coordinators have access to the list of active graduate faculty through their D2L site. Departments are responsible for monitoring the status of their faculty.
<b>Proposed implementation term</b>	Indicate term/year implementation of the changes is proposed. New courses may be added at any time. Changes to courses may not occur in a semester once registration has begun for that semester.

<b>Fields associated with course modification (minor and major changes)</b>	
<b>Academic Justification for (editorial Change)</b>	State your reason for requesting the changes. Include the reason for each requested change in your statement.
<b>Academic Justification for (substantial Modification)</b>	Explain why your department needs this course modified and how the modification supports improvement in the education of the discipline. If appropriate, include peer recommendations from an accreditation review, program review, or academic audit. Spell out titles of a national accrediting agency or other sources.
<b>Impact Report</b>	Copy and paste the Impact Report in this box.
<b>Impact Consequences</b>	Contact the chair(s) of department(s) that have programs that will be impacted by the editorial changes for this course. If the course affects General Education, contact the Vice Provost of Undergraduate Education. Verify that the editorial changes will not negatively affect another program. Enter the names of the chair(s) contacted and confirmation that the editorial changes are acceptable.

## Syllabus - Instructions

Field	Instructions
<b>Academic Purpose and Goals</b>	State the academic or educational purpose of this course from the faculty's perspective and identify the goals – what the department aims to achieve – in single-spaced bullets. This section is neither about a course description nor identifying what students are expected to know or do at the end of the course. It says why the department thinks this course is needed for the discipline.
<b>Major Course Topics</b>	Identify, in single-spaced bullets, the major topics (not-subtopics) for the course. Major course topics should be linked to the course description, expected learning outcomes, and assignments.
<b>Expected Learning Outcomes</b>	<p>This is the most important section of the syllabus as it establishes course knowledge and skill expectations to be learned in the course. See information on Bloom's Taxonomy below. Learning outcomes are the expected "takeaways" or the end result of taking a course.</p> <p>An outcome is not an assignment. Each entry should begin with an active verb so that the student outcome can be measured. Not measurable verbs include "understand," "demonstrate," and "know." Outcomes for 4xx7/5xx7 courses need to identify student level(s); so put (UG, G, or UG-G) in parentheses after each entry. Put both levels if appropriate, and be sure there are some higher-level outcomes for graduate students. The relationship of the learning outcomes to the course topics and major assignments should be evident.</p>
<b>Major Assignments, Exams, and Values</b>	In a bulleted format, enter the following information in the following format for each assignment/exam: Name of the Assignment/Exam (Graded Weight) – Description of the assignment/exam. The Graded Weight can be shown as the percentage of the final grade for this assignment/exam or the point value of the assignment/exam. List any assignment/exam that has a grade attached to it including papers, presentations, homework, quizzes, tests, mid-terms, final exams, or class participation.
<b>Grading Scale</b>	<p>In a bulleted format, define the grading scale that will be used in this course to determine the final grade.</p> <p>Include grades with a percentage or point range for each grade (e.g., A [96-100%], A- [93-95%], etc.) To indicate an "F" grade, use the same number as the lowest number in the prior designation. For instance, a graduate scale may indicate 70 as the lowest possible "C." Thus, the scale would indicate "below 70" for an "F." Likewise, an undergraduate scale would indicate "below X," which is the lowest "D."</p>

<b>Required Text or Material</b>	For texts, follow the bibliographical form of your discipline, and single-space entries. Be sure to list the latest edition(s). For materials, capitalize brand names but not the items (i.e., Pyrex beakers). If there are no required texts or materials, enter NA.
<b>Required Reading(s)</b>	Use the bibliographical form of your discipline and single-space entries. Often, the instructor has specific journal articles or passages in book other than the text book that students are required to read. If you do not require any additional readings, enter N/A.
<b>Attendance Policy</b>	The university requires each faculty member to provide a written statement governing attendance policy, including traditional, hybrid, and online classes. The policy for the course should ensure that students are fully informed of their attendance responsibilities and the penalties that may be imposed for failing to meet these responsibilities. Consult university policies on attendance.
<b>Course Academic Misconduct Policy</b>	Each instructor is responsible for applying the university policy for maintaining academic integrity and controlling classroom behavior for traditional, hybrid, and online classes. Provide a description of specific course penalties that will be applied for academic misconduct that occurs in the proposed course. Do not copy/paste the ETSU policy.
<b>Bibliography, Recommended Readings, and/or Supplemental Materials</b>	Use the bibliographical form of your discipline and single-space entries. Entries should include library databases and journals as well as books, as appropriate. Information presented is supportive of the development of the course and should include library call numbers or locations entered at the end of each bibliographic entry. The bibliography need not be exhaustive nor contain older entries unless of historical pertinence. If you find, in creating the proposal, that the library does not have sufficient materials to support course content, please contact the library to discuss ordering materials. The bibliography may then include items designated "on order." The bibliography may also include resources used to create the course or supplemental readings suggested for student exploration, but not held by the library.
<b>Other Information</b>	Describe any other relevant information about your course. Use headings, if appropriate. Other university policy guidelines are provided by the ETSU "University Syllabus" attachment: <a href="https://www.etsu.edu/reg/academics/syllabus.php">https://www.etsu.edu/reg/academics/syllabus.php</a>
<b>Attachments</b>	Files are attached via the file icon in the top right section of the proposal form and this icon is also used for viewing attached documents once the proposal is submitted.



## Revise Program Policy

Field Item	Help
<b>Type of Policy</b>	Identify the type of policy to be revised.
<b>Academic Program Name</b>	Identify the degree (e.g., C4, B.A., M.S, etc.) and name of the certificate or degree.
<b>THEC 10-Digit CIP Code</b>	Consult Academic Program Inventory (see link under helpful websites above) and enter the code. Enter N/A if the revision is of a minor.
<b>Proposed Implementation Date</b>	Identify the academic year catalog in which the revised policy will first appear.
<b>Justification for the Policy Revision</b>	Why is the revision needed? Provide evidence supporting revision.
<b>Impact of the Revision</b>	State the consequences expected as a result of the policy revision.
<b>Current Policy</b>	Copy and paste the current policy from the catalog.
<b>Policy Revision(s)</b>	Paste the current policy into the text box below and do the following: UNDERLINE the text you want to omit and BOLD text you want to add. Alter spacing if needed.
<b>Final Policy</b>	Present the final proposed policy that will appear in the catalog. This text will not include the strikethroughs or bolded text; this allows the catalog administrator to copy and paste into the catalog.
<b>Catalog Location</b>	Name the catalog location for the policy: college, department or program. Indicate any special instructions for inclusion in the catalog.





## Revise Curriculum: Non-substantive

Field Item	Help
<b>Program Revision</b>	Identify the type of program to be revised.
<b>Academic Program Name</b>	Identify the degree (e.g., C4, B.A., M.S, etc.) and name of the certificate or degree.
<b>THEC 10-Digit CIP Code</b>	Consult Active Programs (see link under Helpful Websites above) and enter the code.
<b>Proposed Implementation Date</b>	State the academic year catalog that the revised policy will appear. Revisions must have final approval by February 15 for an upcoming catalog. If not, the revised program cannot be presented in the catalog until the next catalog.
<b>List the Proposals Associated with this Degree:</b>	Enter the name of any associated proposal that should accompany this revision. Enter N/A if there are no associated proposals
<b>Justification for the Policy Revision</b>	Why is the revision needed? Provide evidence supporting revision.
<b>Summary of Revision</b>	Describe the actions associated with the revision by identifying the specific courses deleted, added or modified by rubric, number, title and credit. Also, identify any course editorial proposals that have been submitted.
<b>Impact of the Revision</b>	State the consequences expected as a result of the curriculum revision.
<b>Current Program of Study</b>	Copy and paste the current program of study from the catalog including the curriculum summary table (Degree Requirements box).
<b>Program Revision(s)</b>	Paste the program of study into the text box including the curriculum summary table (Degree Requirements box). Courses to be eliminated from the program of study should have the word "DELETE" in all CAPS and bolded at the end of the course and courses added to the program should have the word "ADD" in all CAPS and bolded at the end of the course. Edits to curriculum summary table will follow suite.
<b>Final Revision</b>	Present the final proposed program of study that will appear in the catalog including the curriculum summary table (Degree Requirements box). This presentation should not include the words "DELETE" or "ADD." The catalog administrator will put the revised program into the catalog.
<b>Present the Transition Plan for Students Currently in the Program</b>	Explain how the department will ensure students complete the degree.
<b>Does this Revision Affect any Changes in Course Credits?</b>	Financial Aid needs to be notified if any COURSE credits have been decreased or increased.

**\*\* Update and attach the 4- year suggested course sequence to be inserted in the catalog for Undergrad Programs ONLY**

**\*\* You must advise the Director of the Office of Financial Aid of these course credit changes.**

**Non-substantive Curriculum Change Required Tables**

*New Course Information*

Add or delete rows as needed. Do not alter the formatting below as it will paste into the text box; format contents after pasting. Be sure the information below matches that of New Course proposals associated with this curriculum change.

Course	Title	Credits
Rubric and number	Enter Title	
	Enter prerequisites	
	Enter catalog description	
	Enter Title	
	Enter prerequisites	
	Enter catalog description	



## Revise Curriculum: Substantive

Field Item	Help
DEGREE DESCRIPTION	
<b>Degree Designation and Title</b>	Enter the degree (e.g., B.A., M.S, etc.) and title of the degree. The designation for a certificate is C4.
<b>THEC 10-Digit CIP Code</b>	Consult Active Programs (Helpful Websites) for 10-digit code and enter code.
<b>Existing Concentrations</b>	Enter the currently THEC-approved concentration titles as shown on Active Programs. If you are separately terminating or retitling a concentration, so indicate. Enter N/A if there are no concentrations.
<b>Implementation Date</b>	Identify the term that the revised degree or concentration will be first offered. Revisions must have final approval by February 15 for an upcoming catalog. If not, the revised program cannot be presented in the catalog until the next catalog.
REVISION OVERVIEW	
<b>Revision Action</b>	Select the revision action
<b>List the Proposals Associate with this Revision</b>	Enter the name of any associated proposal that should accompany this revision. Enter N/A if there are no associated proposals
<b>Academic Justification</b>	Substantiate why the curriculum needs revising or updating. Include evidence (best practices, multiple reviews, accreditation directions, advisory boards, etc. or data that informed the revision.
<b>Impact of Action</b>	Explain how this action will benefit students (marketability, graduate school application) and ETSU (reputation, recruitment, retention, graduate ion).
<b>Expected Learning Outcomes</b>	Enter revised learning outcomes for the degree program. Consult Bloom's Taxonomy website (above).
<b>Existing Curriculum Components</b>	Access the Required Tables document. Complete the appropriate <i>Curriculum Components Summary Word</i> table, copy, and paste into the text box.
<b>Current Curriculum Components</b>	If the summary has changed, revise the <i>Curriculum Components Summary Word</i> table, copy, and paste into the text box.
<b>Current and Proposed Program of Study</b>	Access the Required Tables document. Complete the <i>Current and Proposed Program of Study Word</i> table, copy, and paste into the text box.

<b>Current and Proposed General Education</b>	If there are no changes in General Education requirements, enter N/A. If there are changes, access the Required Tables document. Complete the <i>Current and Proposed General Education</i> table, copy, and paste into the text box.
<b>New Course Information</b>	Access the Required Tables document. Complete the <i>New Course Information</i> Word table, copy, and paste into the text box. Enter N/A if no new courses are added to the program of student.
<b>Costs</b>	Describe any one-time cost and all recurring costs associated with establishing the concentration. Consult the THEC Financial Projection form (Helpful Websites) for items. Put N/A if there are no new costs.
<b>Present the Transition Plan for Students Currently in the Program</b>	Explain how the department will ensure students complete the degree.
<b>Does this Revision Affect any Changes in Course Credits?</b>	Financial Aid needs to be notified in any COURSE credits have been decreased or increased.

**\*\* Update and attach the 4- year suggested course sequence to be inserted in the catalog, Undergraduate Programs ONLY**

**\*\*You must advise the Director of the Office of Financial Aid of these course credit changes.**

Substantive Revision of Academic Program  
Required Tables

Curriculum Components Summary  
Current and Proposed Program of Study  
Current and Proposed General Education  
Current Course Information  
New Course Information

*Curriculum Components Undergraduate Summary*

Component	Credits
General Education	41-42
Major Core	
Concentrations	
Advisor-approved Electives	
Free Electives	
Other* (change to actual name)	
TOTAL	120

\*Capstone, Practicum, Project, Thesis

*Curriculum Components Graduate Summary*

Component	Credits
Major Core	
Concentrations (same or range)	
Advisor-approved Electives	
Free Electives	
Other* (change to actual name)	
TOTAL	

\*Capstone, Practicum, Project, Thesis

*Current and Proposed Program of Study*

Add or delete rows as needed on the following Word table. The red font is instructional, so delete when finished.

1. In the **Current** and **Proposed** columns enter the number of credits for each component where indicated.
2. Enter all courses in the existing program of study under the appropriate components in the **Current** column
3. Reenter the courses that will remain in the program of study in the **Proposed** column on the same row.
  - a. If there is a title change put the following under the title (*title change*).
  - b. If a course is substantially modified, identify that under the title (*substantial modification*).
  - c. If both "a" and "b" enter (*title change and substantial modification*).
4. Enter added courses under the appropriate components on a separate row in the **Proposed** column. Enter one of the following under the title

- a. (new course)
  - b. (existing course)
5. If the course in the **Current** program is no longer in a component, category, identify the action in the **Proposed** column under course title as follows:
- a. (removed from the program) the course will remain on the course inventory
  - b. (moved to core)
  - c. (moved to concentration)
6. Make sure the component totals in this chart match those in the Componentstables.

Current			Proposed		
Course	Title	Credits	Course	Title	Credits
Core			Core		
	List			If the same, enter	
	List			Leave blank if not the same	
	List				
	Leave blank			List new	
	Leave blank			List new	
Concentration			Concentration		
Concentration			Concentration		
Advisor-approved Electives			Advisor-approved Electives		
Free Electives			Free Electives		
Other			Other		

*Current and Proposed General Education*

Follow the same procedure as above. Only include General Education items affected. If there are no specific requirements do not include in the table. Name the General Education Area in the shaded line.

Current			Proposed		
Course	Title	Credits	Course	Title	Credits
General Education Category			General Education Category		
General Education Category			General Education Category		
General Education Category			General Education Category		

General Education Category			General Education Category		

*Current Course Information*

Add or delete rows as needed. Do not alter the formatting below as it will paste into the text box; format contents after pasting.

Course	Title	Credits
Rubric and number	Enter Title here	
	Enter prerequisites	
	Enter catalog description	
	Title	
	Enter prerequisites	
	catalog description	
	Title	
	Enter prerequisites	
	catalog description	

*New Course Information Table*

Add or delete rows as needed. Do not alter the formatting below as it will paste into the text box; format contents after pasting.

Course	Title	Credits
Rubric and number	Enter Title here	
	Enter prerequisites	
	Enter catalog description	
	Title	
	Enter prerequisites	
	catalog description	
	Title	
	Enter prerequisites	
	catalog description	



## Establish New Concentration in an Existing Program

Field Item	Help
<b>DEGREE AND CURRENT PROGRAM OF STUDY DESCRIPTION</b>	
<b>Degree Designation and Title</b>	Enter the degree (e.g., B.A., M.S., etc.) and title of the degree. The designation for a certificate is C4.
<b>THEC 10-Digit CIP Code</b>	Consult Active Programs (Helpful Websites) for 10-digit code and enter code.
<b>Existing Curriculum Components</b>	Access the Required Tables document. Complete the <i>Curriculum Components Summary Word</i> table, copy, and paste into the text box.
<b>Major Core</b>	Copy the Core Requirements for the degree from the catalog and paste into text box. This must be the same for all concentrations.
<b>Existing Concentrations</b>	Enter the existing THEC-approved concentration titles. If you are separately terminating or retitling a concentration, so indicate.
<b>Current Concentration Requirements</b>	Copy the requirements for each current concentration in the degree. Be sure to copy the title.
<b>Advisor-approved Electives</b>	Copy from the catalog the Advisor Approved and Other requirements, paste into the text box.
<b>Implementation Date</b>	Identify the term that the concentration will be first offered.
<b>NEW CONCENTRATION INFORMATION</b>	
<b>Academic Justification</b>	Provide evidence of need for the concentration. Use work force data, student interest, surveys of existing programs, etc. Present a compelling argument for the establishment of the concentration. Identify if the total number of credits for the degree or Curriculum Components are changed.
<b>Proposed Concentration</b>	Enter the proposed concentration title.
<b>Number of Credits in New Concentration</b>	Enter number of credits in the proposed concentration.
<b>Concentration Program of Study</b>	Access the Required Tables document. Complete the <i>Concentration Program of Study Word</i> table, copy, and paste into the text box.
<b>Expected Learning Outcomes for the Concentration</b>	Access the Program Expected Learning Outcomes Link; complete the Word table, copy, and paste into the text box.
<b>Number of Existing Courses</b>	Enter number of existing courses to be required in the proposed concentration.
<b>Number of Existing Credits</b>	Enter the number of existing credits to be required in the proposed concentration.



<b>Existing Course Information</b>	Access the Required Tables document. Complete the <i>Current Course Information</i> Word table, copy, and paste into the text box. Enter N/A if no current courses are added to the program of student.
<b>Number of New Courses</b>	Enter number of newly developed courses in the concentration program of study.
<b>Total Number of New Credits</b>	Enter total credits of newly developed courses in the concentration program of study.
<b>New Course Information</b>	Access the Required Tables document. Complete the <i>New Course Information</i> Word table, copy, and paste into the text box.
<b>Impact</b>	What are the consequences, either positive or negative, for the establishment of the concentration?
<b>Costs</b>	Describe any one-time cost and all recurring costs associated with establishing the concentration. Consult the THEC Financial Projection form (Helpful Websites) for items. Put N/A if there are no new costs.

**Establish New Concentration  
Required Tables**

**Curriculum Components Summary  
Concentration Program of Study  
Advisor-approved Electives  
New Course Information**

*Curriculum Components Undergraduate Summary*

Component	Credits
General Education	41-42
Major Core	
Concentrations	
Minor	range
Advisor-approved Electives	
Free Electives	
Other* (change to actual name)	
TOTAL	120

\*Capstone, Practicum, Project, Thesis

*Curriculum Components Graduate Summary*

Component	Credits
Major Core	
Concentrations (same or range)	
Cognates	
Advisor-approved Electives	
Free Electives	
Other* (change to actual name)	
TOTAL	

\*Capstone, Practicum, Project, Thesis

*Concentration Program of Study*

Enter the courses that comprise the concentration. Add or delete rows as needed. Do not alter the formatting below as it will paste into the text box; format contents after pasting. Cob

Course	Title	Credits

*Advisor-approved Electives*

If applicable, add the following table to the concentration program of study table. Add or delete rows as needed.

Advisor-approved Electives		
Course	Title	Credits

*New Course Information*

Add or delete rows as needed. Do not alter the formatting below as it will paste into the text box; format contents after pasting. Be sure the information below matches that of New Course proposals associated with this curriculum change.

Course	Title	Credits
Rubric and number	Enter Title	
	Enter prerequisites	
	Enter catalog description	
	Enter Title	
	Enter prerequisites	
	Enter catalog description	



## Establish New Certificate 12-23 Credits

Field Item	Help
CERTIFICATE DESCRIPTION	
<b>Certification Designation and Title</b>	Enter C4 (certification designation), Title
<b>Six (6) Digit Federal Program CIP Code</b>	Access an online CIP Code website and select the appropriate CIP code that corresponds to the content of the certificate.
<b>Number of Credits in the Certificate</b>	The minimum number of credits for a certificate is 12; the maximum is 23.
<b>Implementation Date</b>	Identify the term that the certificate will be first offered.
CERTIFICATE OVERVIEW	
<b>Academic Justification</b>	Provide evidence of need for the certificate. Use work force data, student interest, surveys of existing programs, etc. Present a compelling argument for the establishment of the certificate.
<b>Impact</b>	What are the consequences, either positive or negative, for the establishment of the certificate?
<b>Plan for Accreditation</b>	Note if this certificate is accreditable and name the accrediting agency (Spell out the name). If the is none, state "There is no professional accreditation for this program."
<b>Costs</b>	Describe any one-time cost and all recurring costs associated with establishing the certificate. Consult the THEC Financial Projection form (Helpful Websites) for items. Out N/A if there are no new costs.
PROGRAM OF STUDY AND CATALOG INFORMATION	
<b>Certificate Expected Learning Outcomes</b>	See word document.
<b>Certificate Program of Study</b>	Access the Required Tables document. Complete the Word table, copy, and paste into the text box.
<b>Number of Current Courses (Credits)</b>	Enter number and total credits of current courses in the program of study.
<b>Number of New Courses (Credits)</b>	Enter number and total credits of new courses in the program of study.
<b>New Course Information</b>	Access the Required Tables document. Complete the Word table, copy, and paste into the text box.

<b>Certificate-specific Admissions</b>	(if there are program-specific criteria, use the following statement. If not, enter N/A) “In addition to the admissions criteria set by the ETSU School of Graduate Studies, the following will be required: Enter any additional requirements such as higher minimum GPA, directed essay, letters of recommendation, etc.”
<b>Articulation Agreement</b>	(if there is one use the following statement. If not, enter N/A) “A student who completes the Graduate Certificate in <b>title</b> and later wishes to pursue the <b>name of the master’s degree</b> may transfer the certificate credits into the master’s degree with approval of the degree graduate coordinator and the School of Graduate Studies. All transfer credit, however, must meet GPA requirements and must be within the six-year matriculation limits.”
<b>Catalog Program Information</b>	Consult the program information section in the catalog presented by the department and compose similar information for the certificate (e.g., address, contact information, text about program, etc.).

**Establish a Certificate: 12-23 Credits  
Required Tables**

**Certificate Program of Study  
New Course Information**

*Certificate Program of Study*

Enter the courses that comprise the certificate. Add or delete rows as needed. Do not alter the formatting below as it will paste into the text box; format contents after pasting.

Course	Title	Credits

*New Course Information*

Add or delete rows as needed. Do not alter the formatting below as it will paste into the text box; format contents after pasting. Be sure the information below matches that of New Course proposals associated with this curriculum change.

Course	Title	Credits
Rubric and number	Enter Title	
	Enter prerequisites	
	Enter catalog description	
	Enter Title	
	Enter prerequisites	
	Enter catalog description	



## Establish Minor

Field Item	Help
MINOR DESCRIPTION	
<b>Title</b>	Enter the title of the minor.
<b>Number of Credits in the Minor</b>	The minimum number of credits for a minor is 18; the maximum is 23.
<b>Instructional Delivery Mode</b>	Identify the way(s) the course is delivered to the students. Traditional may use technology for assignments and projects.
<b>Implementation Date</b>	Identify the term that the minor will be first offered.
MINOR OVERVIEW	
<b>Academic Justification</b>	Provide evidence of need for the minor. Use work force data, student interest, surveys of existing programs, etc. Present a compelling argument for the establishment of the minor.
<b>Consequences</b>	What are the consequences, either positive or negative, for the establishment of the minor?
PROGRAM OF STUDY AND CATALOG INFORMATION	
<b>Minor Expected Learning Outcomes</b>	See word document
<b>Minor Program of Study</b>	Access the Required Tables document. Complete the Word table, copy, and paste into the text box.
<b>Number of Existing Courses (Credits)</b>	Enter number and total credits of current courses in the program of study.
<b>Existing Course Information</b>	<p><b>Step 1.</b> Use "IMPORT COURSE" under "View Curriculum Courses" (last icon) to insert existing course information. Select "Import Course" choose catalog, select prefix as the filter by field, enter prefix, search, choose course(s), import.</p> <p><b>Step 2.</b> Select "View Curriculum Schema" (middle icon) to build group of courses (core). Select ADD CORE (grouping), click the gray New Core box, and under TITLE rename it to Existing Courses. Next click Add Courses button and select courses from list imported. Save changes. Leave blank if no current courses are added to the program of study.</p>
<b>Number of New Courses (Credits)</b>	Enter number and total credits of new courses in the program of study.
<b>New Course Information</b>	Access the Required Tables document. Complete the Word table, copy, and paste into the text box. Enter N/A if no new courses are added to the program of student.
<b>Catalog Program Information</b>	Consult the program information section in the catalog presented by the department and compose similar information for the minor (e.g., address, contact information, text about program, etc.).

**Establish a Minor: 12-23 Credits  
Required Tables**

**Program of Study  
New Course Information**

*Program of Study (Minor)*

Enter the courses that comprise the minor. Add or delete rows as needed. Do not alter the formatting below as it will paste into the text box; format contents after pasting.

Course	Title	Credits

*New Course Information*

Add or delete rows as needed. Do not alter the formatting below as it will paste into the text box; format contents after pasting. Be sure the information below matches that of New Course proposals associated with this curriculum change.

Course	Title	Credits
Rubric and number	Enter Title	
	Enter prerequisites	
	Enter catalog description	
	Enter Title	
	Enter prerequisites	
	Enter catalog description	





## Academic Program Consolidation

Field Item	Help
<b>Name of Academic Programs to be Consolidated</b>	Enter the name of the degree(s) and titles of the programs to be consolidated.
DEGREE DESCRIPTION	
<b>Current Degree Designation and Titles</b>	Enter the degrees (e.g., B.A., M.S, etc.) and titles of the degree.
<b>Current THEC 10-Digit CIP Codes</b>	Consult Academic Program Inventory (Helpful Websites) for 10-digit code and enter code.
<b>Existing Concentrations</b>	Enter the currently THEC-approved concentration titles by degree for programs to be consolidated as shown on Active Programs. If you are separately terminating or retitling a concentration, so indicate. Enter N/A if there are no concentrations.
<b>Implementation Date</b>	Identify the term that the revised degree or concentration will be first offered. Revisions must have final approval by February 15 for an upcoming catalog. If not, the revised program cannot be presented in the catalog until the next catalog.
CONSOLIDATION OVERVIEW	
<b>Revision Action</b>	Select the revision action
<b>List the Proposals Associated with this Consolidation</b>	Enter the name of any associated proposal that should accompany this consolidation. Enter N/A if there are no associated proposals.
<b>Academic Justification</b>	Substantiate why the program should be consolidated. Include evidence (best practices, multiple reviews, accreditation directions, advisory boards, etc. or data that informed the consolidated.
<b>Proposed Degree Designation Title</b>	Enter the degree (e.g., B.A., M.S, etc.) and title of the consolidated degree.
<b>Proposed 6 Digit Federal Program CIP Code</b>	Access the online Federal CIP Code website and select the appropriate CIP code that corresponds to the content of the proposed program.
<b>Proposed Concentrations</b>	Enter the proposed concentration titles. Enter N/A if there are no concentrations.
<b>Impact of Action</b>	Explain how this action will benefit students (marketability, graduate school application) and ETSU (reputation,

	recruitment, retention, graduation).
<b>Expected Learning Outcomes</b>	Access <b>Program Expected Learning Outcomes</b> link; complete the Word table, copy, and paste into the text box.
<b>Current Curriculum Components</b>	Access <b>Substantive Curriculum Revision</b> link; complete the <b>Curriculum Components Summary</b> Word table for each degree, copy, and paste into the text box.
<b>Proposed Curriculum Components</b>	Revise for the consolidated degree the Curriculum Components Summary Word table, copy, and paste into the text box.
<b>Current and Proposed Program of Study</b>	Access <b>Substantive Curriculum Revision</b> link; complete the <b>Program of Study (Current and Proposed)</b> Word table, copy, and paste into the text box.
<b>Current and Proposed General Education</b>	If there are no changes in General Education requirements, enter N/A. If there are changes access <b>Substantive Curriculum Revision</b> link; complete the <b>Current and Proposed General Education</b> Word table, copy, and paste into the text box.
<b>New Course Information</b>	Access <b>Substantive Curriculum Revision</b> link; complete the <b>New Course Information</b> Word table, copy, and paste into the text box. Enter N/A if no new courses are added to the program of study.
<b>Costs</b>	Describe any one-time cost and all recurring costs associated with establishing the consolidation. Consult the THEC Financial Projection form (Helpful Websites) for items. Put N/A if there are no new costs.
<b>Present the Transition Plan for Students Currently in the Program</b>	Explain how the department will ensure students complete the degree.

You must advise the Director of the Office of Financial Aid of these course credit changes.

**ATTACHMENT REQUIRED**

1. **Letter of Support** from the Chair and Dean of the department or college, if the consolidation involve multiple departments or colleges.
2. **Update and attach the 4- year suggested course sequence to be inserted in the catalog**

**Program Expected Learning Outcomes Table  
Required Table**

*Instructions*

This is an important section of the program proposal as it establishes knowledge and skill expectations to be learned in the program of study. Learning outcomes are the expected “takeaways” or the end result of completing a degree, concentration, certificate, or minor.

Consult [Bloom’s Taxonomy](#) for assistance in constructing learning outcomes. This website identifies the six levels of cognitive thinking and suggests active verbs for the outcome statements. The level of the program, undergraduate or graduate, may determine learning outcome expectations. Graduate programs should include higher-level cognitive expectations.

Accredited programs or programs seeking accreditation should consult the standards required by their accrediting agency as they can be used as learning outcomes for this curricular requirement. Thus, collecting data for the learning outcomes satisfies the accrediting agency and the ETSU Institutional Effectiveness program.

Each expected learning outcome presented in this proposal should begin with an active verb that reflects the cognitive process associated with the outcome. Each outcome must be measurable. Unacceptable verbs are those unamenable to measurement such as "understand" and "know.”

The learning outcomes presented in this proposal will be communicated to the Office of Institutional Effectiveness and Assessment. Personnel in that office are available for consultation.

**Add or delete rows as needed.**

*Expected Learning Outcomes for Undergraduate Program*

At the completion of this academic program, <b>Undergraduate Students</b> are expected to do the following.	
Measurable Learning Outcome	
1	
2	
3	
4	
5	

*Expected Learning Outcomes for Graduate Program*

At the completion of this graduate program, <b>Graduate Students</b> are expected to do the following.	
Measurable Learning Outcome	
1	
2	
3	
4	
5	

**Substantive Revision of Academic Program  
Required Tables**

**Curriculum Components Summary  
Current and Proposed Program of Study  
Current and Proposed General Education  
New Course Information**

*Curriculum Components Undergraduate Summary*

Component	Credits
General Education	41-42
Major Core	
Concentrations	
Advisor-approved Electives	
Other* (change to actual name)	
Minor	range
Free Electives	
TOTAL	120

\*Capstone, Practicum, Project, Thesis

*Curriculum Components Graduate Summary*

Component	Credits
Major Core	
Concentrations (same or range)	
Cognates	
Advisor-approved Electives	
Free Electives	
Other* (change to actual name)	
TOTAL	

\*Capstone, Practicum, Project, Thesis

*Current and Proposed Program of Study*

Add or delete rows as needed on the following Word table. The red font is instructional, so delete when finished.

In Current column, enter all courses currently a part of the program of study.

In Proposed column,

- Enter each course that remains in the program of study on the corresponding line in the *Proposed* column. If no longer a part of the program of study, leave the corresponding line blank.
- For added courses in the revised program, leave the row in the *Current* column blank.
- For deleted courses, leave the corresponding row in the *Proposed* column blank.

Current			Proposed		
Course	Title	Credits	Course	Title	Credits
Core			Core		
	List			If the same, enter	
	List			Leave blank if not the same	
	List				
	Leave blank			List new	
	Leave blank			List new	
Concentration			Concentration		
Concentration			Concentration		
Advisor-approved Electives			Advisor-approved Electives		
Free Electives			Free Electives		
Other			Other		

*Current and Proposed General Education*

Follow the same procedure as above. Only include General Education items affected. If there are no specific requirements do not include in the table. Name the General Education Area in the shaded line.

Current			Proposed		
Course	Title	Credits	Course	Title	Credits
General Education Category			General Education Category		
General Education Category			General Education Category		
General Education Category			General Education Category		
General Education Category			General Education Category		

*New Course Information*

Add or delete rows as needed. Do not alter the formatting below as it will paste into the text box; format contents after pasting. Be sure the information below matches that of New Course proposals associated with this curriculum change.

Course	Title	Credits
Rubric and number	Enter Title	
	Enter prerequisites	
	Enter catalog description	
	Enter Title	
	Enter prerequisites	
	Enter catalog description	



## University Academic Program Modification

Field Item	Help
<b>Name of Current Degree and Degree Designation</b>	Enter the current degree (e.g., B.A., M.S., etc.) and title of the degree.
<b>Name of Current Concentration(s)</b>	Enter the existing THEC-approved CONCENTRATION TITLES.
MODIFICATION DESCRIPTION	
<b>Type of Requested Modification</b>	Select the appropriate type of requested modification. Choose one of the following or include both.
<b>Degree Designation Change From</b>	Enter the current degree designation. Enter N/A if no change is proposed.
<b>Degree Designation Change To</b>	Enter the proposed new degree designation. Enter N/A if no change is occurring.
<b>Proposed Free-Standing Degree Name and Degree Designation</b>	Enter the degree (e.g. B.A., M.S., etc.) and title of the proposed degree.
<b>Concentration(s) Proposed for Free-Standing Degree</b>	Enter the name of the concentration, if applicable.
<b>Program Level</b>	Select the appropriate program level
<b>Course planned for school personnel licensure?</b>	The Teacher Education Advisory Committee must review and approve proposals for courses required in a program that leads to a professional license for work in schools (e.g., teacher, school social worker, principal). Licensure courses may be offered in colleges other than Education (e.g., Arts and Sciences). If you are unsure if the proposed action requires review for the Teacher Education Council, please contact the Associate Dean in the Clemmer College.
<b>Type of Program</b>	The program will be published in the catalog; thus select the program option appearing below.

Click this [Academic Program Modification](#) link, complete the document and attach the document to this proposal. Complete the [THEC Financial Projection Form](#) and attach to this proposal.



## Revise Advisor-Approved Electives

Field Item	Help
<b>Academic Program Name</b>	Enter the degree (e.g., C4, B.A., M.S., etc.) and name of the certificate or degree (concentration if applicable).
<b>THEC 10 Digit CIP code</b>	Consult Academic Program Inventory (Helpful Websites) for 10-digit code and enter code.
<b>Current Advisor Approved Electives listing</b>	Copy and paste the entire current Advisor Approved Elective section from the catalog. In the event there is not a list, identify the number of advisor approved elective credits currently listed in the catalog.
<b>Revision: (include Rubric, Number and Title, if Applicable, any rubric [e.g. ENGL] course is also acceptable)</b>	Paste or type the Advisor Approved Elective(s) into the text box. Include course rubric, number and title. If any course under a certain rubric will count that should be stated eg: (any ACCT course or any 3000 level COMM course). Courses to be removed from the section should have the word "DELETE" in all CAPS and bolded at the end of the course. Courses added to the Advisor Approved Elective section should have the word "ADD" in all CAPS and bolded at the end of the course.
<b>Current Program of Study with Final Revision of Advisor Approved Elective</b>	Copy the entire curriculum from the catalog and include the final proposed Advisor Approved Elective section as it will appear in the catalog. This presentation should not include the words "DELETE" or "ADD." The catalog administrator will put the revised program into the catalog.

Revisions must have final approval by **February 15** for an upcoming catalog. If not, the revised list cannot be presented in the catalog until the following academic catalog year.

The complete Program of Study with the updated advisor approved elective list **MUST BE INCLUDED** in the form.





## Change Program of Study Credits for Thesis/Dissertation

Field Item	Help
<b>Action (Name of Proposal Form)</b>	Select the name of the proposal action from the drop down menu.
<b>Degree Designation and Title</b>	Enter the degree (e.g., B.A., M.S, etc.) and title of the degree. The designation for a certificate is C4.
<b>THEC 10-Digit CIP Code</b>	Consult Academic Programs Inventory (Helpful Websites) for 10-digit code and enter code.
<b>Change Program Credits from</b>	Enter the current program credits.
<b>Proposed Program Credits to</b>	Enter the new credits or range for the program.
<b>Current Course Credits from</b>	Enter current number of credits required for course.
<b>Proposed Course Credit to</b>	Enter credits or credit range for course.
<b>Type of Program</b>	The program will appear in the catalog; thus select the program option appearing below.




## New Academic Program Proposal – NAPP

(Degree or Certificate – 24 credits or more)

Field Item	Help
<b>Type of Program</b>	The program will be published in the catalog; thus select the program option appearing below.
<b>Program Name</b>	Enter the name of the program.
<b>Program Level</b>	Select the appropriate program level
<b>Course planned for school personnel licensure?</b>	The Teacher Education Advisory Committee must review and approve proposals for courses required in a program that leads to a professional license for work in schools (e.g., teacher, school social worker, principal). Licensure courses may be offered in colleges other than Education (e.g., Arts and Sciences). If you are unsure if the proposed action requires review for the Teacher Education Council, please contact the Associate Dean in the Clemmer College.

Click [Letter of Notification and New Academic Program Proposal](#) link, complete the document and attach the document to this proposal. Complete the [THEC Financial Projection Form](#) and attach to this proposal.

To attach files or view attachments navigate to the Proposal Toolbox and clicking  in the top right corner.



## Establish Program Policy


Field Item	Help
<b>Type of Proposal</b>	The program will be published in the catalog; thus select the program option appearing below.
PROGRAM POLICY	
<b>Type of Policy</b>	Identify the type of policy to be revised.
<b>Academic Program Name</b>	Identify the degree (e.g., C4, B.A., M.S, etc.) and name of the certificate or degree.
<b>THEC 10-Digit CIP Code</b>	Consult Academic Program Inventory (see link under helpful websites above) and enter the code. Enter N/A if the revision is of a minor.
<b>Proposed Implementation Date</b>	Identify the academic year catalog in which the policy will first appear.
<b>Justification for the Policy</b>	Why is this policy needed? Provide evidence "supporting the establishment of the policy."
<b>Impact of the Policy</b>	State the positive or negative consequences expected as a result of the establishment of this policy.
<b>Policy Statement</b>	Present the policy as it should appear in the catalog. This allows the catalog administrator to copy and paste the policy into the catalog.
<b>Catalog Location</b>	Name the catalog location for the policy: college, department or program. Indicate any special instructions for inclusion in the catalog.



## Letter of Notification for New Degree

Field Item	Help
<b>Name of Proposed Degree and Degree Designation</b>	Enter the proposed degree (e.g., B.A., M.S., etc.) and title of the degree.
<b>Name of Proposed Concentration(s)</b>	Enter the proposed concentration(s).
<b>Course planned for school personnel licensure?</b>	The Teacher Education Advisory Committee must review and approve proposals for courses required in a program that leads to a professional license for work in schools (e.g., teacher, school social worker, principal). Licensure courses may be offered in colleges other than Education (e.g., Arts and Sciences). If you are unsure if the proposed action requires review for the Teacher Education Council, please contact the Associate Dean in the Clemmer College.
<b>Type of Program</b>	The program will be published in the catalog; thus select the program option appearing below.

Click this [Letter of Notification](#) link, complete the document and attach the document to this proposal. Complete the [THEC Financial Projection Form](#) and attach to this proposal.

To attach files or view attachment navigate to the Proposal Toolbox and clicking  in the top right corner.



## Revise Academic Minor

Field Item	Help
<b>Type of Proposal</b>	The program will be published in the catalog; thus select the program option appearing below.
<b>Academic Program Name</b>	Enter the degree (e.g., C4, B.A., M.S., etc.) and name of the certificate or degree or name of minor.
<b>Proposed Implementation Date</b>	State the academic year catalog in which the revised program will appear. Revisions must have final approval by February 15 for an upcoming catalog. If not, the revised program cannot be presented in the catalog until the next catalog.
<b>List the Proposals Associated with this Degree</b>	Enter the name of any associated proposal that should accompany this revision. Enter N/A if there are no associated proposals.
<b>Justification for the Program Revision</b>	Why is the revision needed? Provide evidence supporting revision.
<b>Number of Courses Modified</b>	Identify the number of courses affected in this revision.
<b>Summary of Revision</b>	Describe the actions associated with the revision by identifying the specific courses deleted, added or modified by rubric, number, title and credit. Also, identify any course editorial proposals that have been submitted.
<b>Impact of the Revision</b>	State the consequences expected as a result of the curriculum revision.
<b>Current Program of Study</b>	Copy and paste the current program of study from the catalog.
<b>Program Revision(s)</b>	Paste the program of study into the text box. Courses to be eliminated from the program of study should have the word "DELETE" in all CAPS and bolded at the end of the course and courses added to the program should have the word "ADD" in all CAPS and bolded at the end of the course.
<b>Final Revision</b>	Present the final proposed program of study that will appear in the catalog. This presentation should not include the words "DELETE" or "ADD." The catalog administrator will put the revised program into the catalog.
<b>Present the Transition Plan for Students Currently in the Program</b>	Explain how the department will ensure students complete the degree.
<b>Does this Revision Affect any Changes in Course Credits?</b>	Financial Aid needs to be notified if any COURSE credits have been decreased or increased.



## Establish Articulation Agreement

Field Item	Help
<b>Articulated Agreement Action</b>	Select all that applies and complete the appropriate tables in the Word document
<b>Program Level</b>	Select all that apply
<b>Articulation Agreement Program Name</b>	Enter the name of the articulation agreement.
<b>First Program included in Agreement</b>	Identify degrees (degree designations and titles) or programs included in the agreement. Give degree designations and name of the program in the box provided.
<b>Second Program included in Agreement</b>	Identify degrees (degree designations and titles) or programs included in the agreement. Give degree designations and name of the program in the box provided. Put N/A if not applicable.
<b>List the Proposals Associated with this Degree</b>	Enter the name of any associated proposal that should accompany this revision (i.e., admission policy, etc.). Enter N/A if there are no associated proposals.
<b>Justification for the Articulation</b>	Why is the articulation needed?
<b>Statement of Purpose &amp; Goals of the Articulation Agreement</b>	State the purpose and goals of the articulation agreement.
<b>Impact of the Articulation Agreement</b>	State the consequences expected as a result of the articulated agreement.
<b>Admission Process and Requirements</b>	State the admissions process and requirement for the catalog for the articulation agreement.
<b>Advising Protocol</b>	Explain how students will be advised by all participating departments/colleges.
<b>Accreditation</b>	Name any accreditation agency associated with an included degree program and any requirements demanded by the agency.
<b>Proposed Curriculum Components</b>	If the summary has changed, revise the Curriculum Components Summary Word table, copy, and paste into the text box. If there is no change in the summary information, enter N/A.
<b>Current and Proposed Program of Study</b>	Complete the appropriate action: 1. Attach Word document with completed table and enter see attachment in the box below for articulated Program for Earning Two Degrees (3 columns). 2. Complete the table and copy and paste for Degree Program Major with Proposed Articulated Program (2 columns).
<b>New Course Information</b>	Are there any new courses developed for this Articulation Agreement?

<b>Proposed Implementation Date</b>	State the academic year catalog in which the revised articulation will appear. Revisions must have final approval by February 15 for an upcoming catalog. If not, the revised program cannot be presented in the catalog until the next catalog.
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**\*\* Update and attach the 4- year suggested course sequence to be inserted in the catalog for Articulated Undergraduate Programs ONLY.**



## Revise Articulation Agreement

Field Item	Help
<b>Program Level</b>	Select all that apply
<b>Articulated Program Name</b>	Enter the name of the articulation agreement.
<b>Proposed Implementation Date</b>	State the academic year catalog in which the revised articulation will appear. Revisions must have final approval by February 15 for an upcoming catalog. If not, the revised program cannot be presented in the catalog until the next catalog.
<b>List the Proposals Associated with this Degree</b>	Enter the name of any associated proposal that should accompany this revision ( i.e. admission policy etc. ). Enter N/A if there are no associated proposals
<b>Justification for the Articulation Revision</b>	Why is the articulation revision needed?
<b>Summary of Articulation Revision</b>	Summarize the actions associated with the revision by identifying the specific courses deleted, added or modified by rubric, number, title and credit.
<b>Impact of the Articulation Revision</b>	State the consequences expected as a result of the articulated agreement revision.
<b>Current Articulated Program of Study</b>	Copy and paste the current program of study from the catalog.
<b>Articulation Program Revision(s)</b>	Paste the program of study into the text box. Courses to be eliminated from the program of study should have the word "DELETE" in all CAPS and bolded at the end of the course and courses added to the program should have the word "ADD" in all CAPS and bolded at the end of the course. Indicate articulation course information as needed in parenthesis under program of study.
<b>Final Articulation Agreement Revision</b>	Present the final proposed program of study that will appear in the catalog. This presentation should not include the words "DELETE" or "ADD." The catalog administrator will put the revised program into the catalog.
<b>Present the Transition Plan for Students Currently in the Program</b>	Explain how the departments will ensure students complete the current degree agreement.
<b>Type of Proposal</b>	The program will be published in the catalog; thus select the program option appearing below.





## Terminate Academic Program or Concentration

<b>Type of Proposal</b>	The program will be removed from the catalog; thus select the program option appearing below.
<b>Action (Name of Proposal Form)</b>	Select the name of the proposal action from the drop down menu.
<b>Terminate</b>	Identify the program to be terminated. If a degree is to be terminated, all concentrations will automatically be terminated. One or more concentrations may be terminated within a degree program but the degree still retained.
<b>Degree Designation Abbreviation</b>	Identify the designation for the degree, C4 for a certificate, or "minor."
<b>Name of Program to be terminated</b>	Consult Academic Program Inventory (Helpful Website) for official name(s).
<b>THEC 10-Digit CIP Code</b>	Consult Academic Program Inventory (Helpful Websites) for 10-digit code.
<b>Proposed Implementation Date</b>	Identify the term/year when new students will no longer be admitted.
<b>Phase-out Period</b>	Identify the last term/year students may complete the degree. It may not exceed three years.
<b>Justify Extended Phase-Out Period</b>	Justify if the phase-out period is more than three years. Enter N/A if there is no extension of the phase-out period.
<b>Academic Justification for Proposal</b>	Explain why the program is recommended for termination.
<b>Enrollment and Graduation Data</b>	Access the required table above, and enter the official ETSU data from Institutional Research in the Word table. When completed, copy the paste the table into the text box.
<b>If so, with what institution?</b>	Enter the name of the participating institution.
<b>Teach-out Plan</b>	Explain how all affected students will be assisted to complete their programs of study with minimal disruption. The plan needs to show a reviewer how each of the students will be able to complete the program of study. The plan may show course availability and/or student progress (where they are now and what is needed to complete). The approach to the plan is best determined by the number of students who need assistance in completing the program. If you prefer, develop a table or chart in Word and copy/paste in this text box.
<b>Communication about Termination</b>	How will your department/college inform students, faculty, and/or staff about the termination? Paste a copy of written correspondence in Appendix A.
<b>Assorted Costs</b>	If the teach-out plan will incur additional charges/expenses to the students, indicate what they are and how your department will inform students of these additional expenses.

	N/A responses to this item are acceptable.
<b>Impact on Faculty and Staff</b>	What is the impact on faculty and staff and how will this be mitigated? Usually there is no negative impact on faculty or staff, so a simple statement to that fact will suffice. However, if there are personnel implications, provide details.
<b>Teach-out Agreement?</b>	Identify whether or not your department/college has arranged any teach-out agreement with other institutions. If so, include a signed copy of the agreement in Appendix B. This item usually is not applicable to ETSU, but we need to document that it is not.
<b>Is this course part of an Education Licensure Program?</b>	Identify whether or not this academic program or minor concerns school professional licensure. If so, the Teacher Education Advisory Committee will need to approve the action. If you are unsure, please contact the Associate Dean in the Clemmer College.
<b>Appendix A: Correspondence</b>	A formal notification is needed for any enrolled students. Copy and paste the notification letter in the text box. Enter N/A when no students are affected.
<b>Appendix B: Teach-out Agreement</b>	Paste a copy of the signed agreement in this text box. Enter N/A if there is no teach-out agreement.