

ADD, CHANGE OR DELETE PROGRAM OR UNIT

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

SECTION I: Approvals

<hr/> Department / Program Chair	<hr/> Date Submitted	<hr/> Faculty Senate Chair	<hr/> Date
<hr/> College Dean	<hr/> Date	<hr/> Provost	<hr/> Date
<hr/> Undergraduate Program Committee Chair	<hr/> Date	<hr/> Board of Trustees Approval Date	
<hr/> Graduate Council Chair	<hr/> Date	<hr/> Arkansas Higher Education Coordinating Board Approval Date	

SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit: Major/Field of Study Minor Other Unit _____

Level: Undergraduate Graduate Law Effective Catalog Year 2002-3

Current Name _____

College, School, Division ARSC Department Code MUSC

Current Code (6 digit Alpha) MUSCBM Proposed Code (6 digit Alpha) _____
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program CIP Code _____
Prior assignment from Office of Institutional Research is required.

Proposed Name _____
When a program name is changed, enrollment of current students reflects the new name.

SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE <<http://www.adhe.arknet.edu.aadept.html>>.

SECTION IV: Eliminate an Existing Program/Unit

Code/Name See Below Effective Catalog Year 2002-3

No new students admitted to program after Term: ____ Year: _____
Allow students in program to complete under this program until Term: ____ Year: _____

Eliminate the following Concentration Codes:
HARP, Harpsichord Concentration
MUHS, Music History Concentration
ORGN, Organ concentration
PACC, Piano Accompanying Concentration
VVCH, Voice Vocal-Choral Concentration

SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made: _____

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

SECTION VI: Justification

Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)

We no longer offer these degree concentrations in our current catalog.

SECTION VII: Catalog Text and Format

Insert the current catalog text and the proposed catalog text. Be sure that the proposed text includes all the elements listed below in order. Do not include university requirements or college requirements. Do not substitute a sample schedule for an explicit statement of requirements. Use standard terms and vocabulary (see Academic Policy 1621.10).

Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

For minors, state requirements in terms of hours, required courses, electives, etc.

For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.

For Law School program/units, prepare text consistent with current catalog style.

For centers, prepare text consistent with current catalog style.

SECTION VIII: Action Recorded by Registrar's Office

PROGRAM INVENTORY/DARS

PGRM _____ SUBJ _____ CIP _____ CRTS _____

DGRE _____ PGCT _____ OFFC&CRTY VALID _____

REPORTING CODES

PROG. DEF. _____ REQ. DEF. _____
 Initials _____ Date _____

Distribution

Notification to:

- | | | | | | |
|---------------|-------------------------------------|----------------|----------------------------|--------------------------|---------------------|
| (1) College | (2) Department | (3) Admissions | (4) Institutional Research | (5) Continuing Education | (6) Graduate School |
| (7) Treasurer | (8) Undergraduate Program Committee | | | Initials _____ | Date _____ |