## ADD, CHANGE OR DELETE UNIT, PROGRAM REQUIREMENTS, OR ACADEMIC POLICIES

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

SECTION I: Approvals								
Department / Program Chair Date S		mitted	Graduate Council Chair	Date				
College Dean	Date		Faculty Senate Chair	Date				
Honors College Dean	Date		Provost	Date				
Core Curriculum Committee	Date		Board of Trustees Approval/Notification Date					
University Course and Programs Committee Date			Arkansas Higher Education Coordinating Board Approval/Notification Date					
SECTION II: Profile Data - Required Information and Name Change Information								
Academic Unit:	☐ Major/Field of Study	Minor	Other Unit Policy					
Level:	□ Undergraduate     □	Graduate	Law Effective Catalog Year 2012					
Program changes are effective with the next available catalog. See Academic Policy Series 1622.20								
Current Name Required hours for Walton College Majors pursuing multiple business minors								
College, School, Division WCOB Departmen			Code					
Current Code (6 digit Alpha)		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 <a href="http://www.arkansashighered.com/pdfs/BookAppNewProgramCriteriaandProceduresRevised2005.pdf">http://www.arkansashighered.com/pdfs/BookAppNewProgramCriteriaandProceduresRevised2005.pdf</a> .   Program proposal uses courses offered by another academic college, and that college dean's office has been notified. The								
signature of the dean of that academic college is required here:								
SECTION IV: Eliminate an Existing Program/Unit								
Code/Name Effective Catalog Year								
No new students admitted to program after Term: Year: Allow students in program to complete under this program until Term: Year:								

SECTION V: Proposed Changes to an Existing Program or Program Policies

Insert here a statement of the exact changes to be made: Specifies required amount of hours for Walton College majors pursuing multiple business minors.
Check if either of these boxes apply and provide the necessary signature:
Program change proposal adds courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here:  Program change proposal deletes courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here:
Check all the boxes that apply and complete the required sections of the form:
<ul> <li>□ Change of Name and Code (Complete only sections I, II, V and VII.)</li> <li>□ Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)</li> <li>□ Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)</li> <li>□ Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)</li> <li>□ Change in Program Policies</li> </ul>
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.)  Walton College majors are required to complete 15 hours (5 courses) for each business minor. This new language explicitly
states that Walton College majors may not earn multiple business minors within the same discipline and specifies that in case
when minors require common courses, students may not utilize more than three hours of courses toward each minor earned. SECTION VII: Catalog Text and Format
In the box below, insert the current catalog text which is to be changed, with changes highlighted with the color yellow. Include all proposed changes identified in Section V. Only changes explicitly stated in Section V will be considered for approval by the University Course and Programs Committee, the Graduate Council and the Faculty Senate. If you are proposing a new program, give proposed text with all of the elements listed below. If you are proposing modified text, include these elements as appropriate.
Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:
<ul> <li>State complete major/program name</li> <li>Briefly define or describe the major/program or discipline.</li> <li>Identify typical career goals or paths for graduates. (Optional)</li> <li>State admission requirements (if any) for entry or entry into upper/advanced level of major/program.</li> <li>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.</li> <li>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.</li> <li>State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).</li> <li>Identify name and requirements for each concentration (if any).</li> <li>Specify whether a minor or other program component is allowed or required and provide details.</li> <li>State eight-semester plan requirements</li> </ul>
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.
College Academic Requirements

## **Business Minors** (insert after first business minor paragraph)

Students may elect to obtain multiple business minors by completing all required courses for all minors in the Walton College (but not minors within the same discipline). Students must complete all requirements for minors and may not use more than three hours of courses toward each of the minor requirements. However, if there are common courses to both, the department chairs involved will agree upon and specify additional requirements.

SECTION VIII: Action Recorded by Registrar's Office								
PROGRAM INVE	NTORY/DARS							
PGRM	SUBJ	CIP	CRTS					
DGRE	PGCT	OFFC&CRTY VALI	OFFC&CRTY VALID					
REPORTING COL	DES							
PROG. DEF	_	REQ. DEF.	Initials	Date				
Distribution								
Notification to: (1) College (7) Treasurer	(2) Department (3) Admissions (8) Undergraduate Program Committee	(4) Institutional Research	(5) Continuing Education	(6) Graduate School				