

**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 Submitted _____	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 \_\_\_\_\_

Program changes are effective with the next available catalog. See Academic Policy Series 1622.20

Current Name \_\_\_\_\_

College, School, Division ARCH

Department Code ARLA

Current Code (6 digit Alpha) \_\_\_\_\_

Proposed Code (6 digit Alpha) LARC-M  
 Prior approval from the Office of the Registrar is required.

Interdisciplinary Program

CIP Code 04.0601  
 Prior assignment from Office of Institutional Research is required.

Proposed Name Planting Design Minor

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.edu/divisions/academicaffairs/Pages/aa\\_academicproposals.aspx](http://www.adhe.edu/divisions/academicaffairs/Pages/aa_academicproposals.aspx)

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: A new 17 credit-hour minor of planting design is to be added in the Landscape Architecture Department. The minor will consist of the following required and elective courses:

Required Courses:

LARC 2113 Design Communications I                      3 credits

<b><u>LARC 3914 Planting Design I</u></b>	<b><u>4 credits</u></b>
<b><u>LARC 2714 Construction I</u></b>	<b><u>4 credits</u></b>

**Electives:**

<b><u>LARC 2123 Design Communications II</u></b>	<b><u>3 credits</u></b>
<b><u>LARC 3724 Construction II</u></b>	<b><u>4 credits</u></b>
<b><u>LARC 5063 Alternative Stormwater</u></b>	<b><u>3 credits</u></b>
<b><u>LARC 3413 History of LA</u></b>	<b><u>3 credits</u></b>
<b><u>LARC 4413 Contemporary LA History</u></b>	<b><u>3 credits</u></b>
<b><u>LARC 1003 The American Landscape</u></b>	<b><u>3 credits</u></b>
<b><u>HORT 4043 Professional Landscape MGT</u></b>	<b><u>3 credits</u></b>
<b><u>LARC 303V Special Studies</u></b>	<b><u>variable</u></b>
<b><u>HORT 4603 Practical Landscape Planning</u></b>	<b><u>3 credits</u></b>

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:

- 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.)
- Change in Program Policies

**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.)*

**This minor is being added to assist Horticulture students and others interested in planting design as a career path or augmentation to their educational studies. It will complement horticulture, architecture and interior design students' educational goals and provide a mechanism for access to courses normally reserved for majors only. This change will not eliminate any programs or program components**

**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:**

- 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.
- State eight-semester plan requirements

**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.**

**Planting Design Minor:**

A student planning to minor in planting design should notify the Department of Landscape Architecture and consult an advisor. A planting design minor consists of 17 hours of required and elective courses to include:

Required Courses:

LARC 2113 Design Communications I	3 credits
LARC 3914 Planting Design I	4 credits
LARC 2714 Construction I	4 credits

Electives:

LARC 2123 Design Communications II	3 credits
LARC 3724 Construction II	4 credits
LARC 5063 Alternative Stormwater	3 credits
LARC 3413 History of LA	3 credits
LARC 4413 Contemporary LA History	3 credits
LARC 1003 The American Landscape	3 credits
HORT 4043 Professional Landscape MGT	3 credits
LARC 303V Special Studies	variable
HORT 4603 Practical Landscape Planning	3 credits

**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 |                |                            |                          |                     |