ATTACHMENT 3A

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	
_____			
Vice Provost for Distance Education (for on-line programs)	Date		

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

Academic Unit: ☐ Major/Field of Study ☐ Minor ☒ Other Unit **Pre-Code** _____ ☐ Policy

Level: ☒ Undergraduate ☐ Graduate ☐ Law   Effective Catalog Year 2014

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

Current Name **Pre-Childhood Education(CHED)**

College, School, Division **EDUC**   Department Code **CIED**

Current Code (6 digit Alpha) **PCHED**   Proposed Code (6 digit Alpha)   **PELED**
                                             Prior approval from the Office of the Registrar is required.

☐ Interdisciplinary Program   CIP Code **13.0101**
                                             Prior assignment from Office of Institutional Research is required.

Proposed Name **Pre-Elementary Education(PELED)**
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/academicaffairs.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: This change will revise the code PCHED to PELED. The name of the PCHED program will be changed to reflect the teaching licensure changes made at the Arkansas Department of Education. The teaching license students receive upon successful completion of this program an Elementary Education K-6 licensure. In order to be consistent across all levels of this program, a change is also needed in the Pre-code.

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.)

The name of the PCHED program will be changed to reflect the teaching licensure changes made at the Arkansas Department of Education. The teaching licensure students will receive upon successful completion of this program will be an Elementary Education K-6 license. In order to be consistent across all levels of this program, a change is also needed in the Pre-code from PCHED to PELED.

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.

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

8/19/13