# 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.

Department / Program Chair	Date Sub	omitted	Graduate Council Chair I			
College Dean	Date		Faculty Senate Cha	ir	Date	
Honors College Dean	Date		Provost		Date	
Core Curriculum Committee			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 Inform	mation and N	ame Change Inf	formation		
Academic Unit:	Major/Field of Study	Minor 🛛	Other Unit	Policy		
Level:	Undergraduate	Graduate	Law	Effective Catalog Year 20	<u>014</u>	
Program changes are effect	tive with the next available	e catalog. See	Academic Policy S	eries 1622.20		
Current Name	Minor in Criminal Justic	<u>ce</u>				
College, School, Division ARSC		Department Code SOCI				
Current Code (6 digit Alpha) <u>CMJS-M</u>		Proposed Code (6 digit Alpha) Prior approval from the Office of the Registrar is required.				
Interdisciplinary Program		CIP Code <u>43.0104</u> Prior assignment from Office of Institutional Research is required.				
Proposed Name	d, enrollment of current students i	reflects the new na	me.			

# 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

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: <u>We are expanding the on-campus CMJS minor to offer on-line</u> delivery. No changes to the program or catalog need to be made.

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.)

## **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 creation of on-line delivery is proposed in support of the on-line Interdisciplinary Studies B.A. effective fall 2014. 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.

Requirements for a Minor in Criminal Justice: 18 semester hours in criminal justice and sociology to include CMJS 2003, CMJS 3023, SOCI 3313, and at least nine hours of 3000-level classes or above (no more than 3hrs may be SOCI). A student must notify the department of her or his intent to minor.

## SECTION VIII: Action Recorded by Registrar's Office

PGRM	SUBJ		CIP	CRTS				
DGRE	PGCT_		OFFC&CRTY VALID					
REPORTING CODES								
PROG. DEF.			REQ. DEF.	Initials	Data			
					Date			
Distribution								
Notification to: (1) College (7) Treasurer	<ul><li>(2) Department</li><li>(8) Undergraduate Program</li></ul>		) Institutional Research	(5) Continuing Education	(6) Graduate School			

5/12/08