

**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 Undergraduate Certificate  Policy

Level:  Undergraduate  Graduate  Law Effective Catalog Year 2013

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

Current Name **PBC, Hazard Analysis and Critical Point Coordinator Certificate of Proficiency**

College, School, Division AFLS

Department Code POSC

Current Code (6 digit Alpha) HCCPBC

Proposed Code (6 digit Alpha) \_\_\_\_\_  
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program

CIP Code 01.0907  
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.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 **Hazard Analysis and Critical Point Coordinator Certificate of Proficiency** Effective Catalog Year 2013

No new students admitted to program after Term: Fall Year: 2012

Allow students in program to complete under this program until Term: Fall Year: 2013

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

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

**Deletion of the Hazard Analysis and Critical Point Coordinator Certificate of Proficiency is requested.**

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: \_\_\_\_\_

[HLSC 4623](#)

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.)

[Hazard Analysis and Critical Point Coordinator Certificate Program has not shown adequate enrollment to continue the investment of time and resources. Individuals interested in such coursework have the option to pursue similar avenues through the AFLSMS program.](#)

#### 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.**

[Deletion of both certificates is being requested under separate forms. If both are approved, deletion of entire section is needed.](#)

Requirements for Food Safety Certificate of Proficiency

Steve Seideman  
Program Coordinator  
2650 North Young Street  
Fayetteville, AR 72704  
479-575-4421

Certificate of Proficiency in Food Safety Manager (FMGR) recognizes students who take a concentrated core of web-based courses

Jody Davis 9/18/12 9:58 AM

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Jody Davis 9/18/12 10:11 AM

Deleted: Hazard Analysis and Critical Control Point (HACCP) and

focused on the application of scientifically-based food safety systems through the application of HACCP systems.

Students who earn the Food Safety Manager (FMGR) Certificate of Proficiency will have a working knowledge of advanced food microbiology, food process engineering, human diseases, and quality management as applied in food processing industries. Applicants to the Food Safety Manager Certificate of Proficiency must have completed the HACCP certificate program of study.

FMGR Certificate requirements:

15 hours of Web-based courses:

- FDSC 3753 Introduction to Food Engineering Principles
- FDSC 4823 Principles of Food Microbiology
- HLSC 4613 Principles of Epidemiology
- INEG 4323 Quality Engineering and Management
- POSC 4023 Advanced Topics in Food Safety Management

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**Deleted:** Students who earn the HACCP certificate will have a working knowledge of fundamental food microbiology, food sanitation, applicable law, statistical process control, and advanced HACCP applications in food processing industries. Prerequisites for acceptance: applicants to the HACCP Coordinator Certificate of Proficiency Program must have completed a B.S. degree or have at least seven years relevant experience in the food industry. - [...](#) [1]

**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				

5/12/08