

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 _____<br>(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