

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 2014

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

Current Name Delete current Walton College Transfer Policy related to correspondence (self-paced) courses based on new University Online policies.

College, School, Division WCOB Department Code _____

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

Interdisciplinary Program CIP Code _____
 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.arkansashighered.com/pdfs/BookAppNewProgramCriteriaandProceduresRevised2005.pdf>

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: Delete policy under Transfer of Credit Policies to include: #10. Junior- or senior-level courses in business taken as self-paced (correspondence) courses at AACSB International or non-AACSB International institutions may not be accepted and transferred for degree credit.

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.)

To reflect the changes in the Online University Policy.

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.

Listed under Transfer of Credit Policies

Transfer of Credit Policies

In addition to the university policies controlling the granting of credit for course work taken at other institutions, the following policies apply to transfer work applied to any undergraduate business program:

1. Transfer students considering admission to pursue a major in Walton College must have completed the pre-business courses and requirements listed above and have a 2.50 (on a 4.00 scale) cumulative grade-point average in the pre-business courses and in his or her overall grade-point average. Transfer students will be classified as pre-business students until pre-business core requirements have been completed.
2. A pre-business and overall grade-point average for courses accepted for transfer by the University of Arkansas will be calculated and used to evaluate the completion of the pre-business requirements by students transferring courses from other institutions.
3. Unless exceptions are granted at the time of admission to the University of Arkansas, transfer courses accepted by the university will not be accepted by Walton College for degree purposes unless a grade of "C" or better has been earned in each of these courses. (See the university [Transfer of Credit page](#).)
4. A transferred course cannot carry more degree hours than are available in a similar University of Arkansas course. For example, a four-hour principles of economics course transfers as three degree hours.
5. Business courses completed at the freshman or sophomore level at another institution will not count as equivalents of junior- or senior-level courses offered in Walton College (University of Arkansas), and no transfer credit shall be granted for any such course(s) in Walton College.
6. At least 50 percent of program requirements in business and economics must be taken in residence.
7. [MGMT 3013](#), 21-24 hours of upper division courses required for the completion of the major, and 3-6 hours of additional, upper division business courses are required degree must be taken in residence at the University of Arkansas, Fayetteville.
8. Junior- or senior-level core courses in business and economics may be transferred from a school accredited by AACSB International.
9. Junior- or senior-level core courses taken at a non-AACSB International-accredited, four-year institution must either be repeated or validated by procedures specified and approved by the assistant dean for undergraduate programs.
10. Junior- or senior-level electives in business and economics taken at a non-AACSB International-accredited, four-year institution may be accepted in transfer as junior/senior business electives.
11. Junior- or senior-level courses in business taken as self-paced (correspondence) courses at AACSB International or non-AACSB International institutions may not be accepted and transferred for degree credit.
12. In cases of minors or transfer, students who take courses with different names but with similar content at different institutions or in different colleges within the University of Arkansas, may be allowed degree credit for only one of the courses (i.e.: principles of economics and agricultural economics). Students pursuing degrees and minors within the Walton College must enroll in business courses as designated by their program of study.
13. Courses taken at any higher education institution where the course content is remedial are not acceptable for degree credit.
14. The student should be prepared to submit course descriptions, syllabi, or other course-related information for transfer course work if there is any question as to whether Walton College will grant degree credit for such work.
15. Exceptions: All requests for, exceptions to, and variations from the rules, regulations, and requirements of Walton College and the university should be made in writing to the assistant dean for undergraduate programs of Walton College. Consult the Undergraduate Programs Office in Walton College for these requests.

SECTION VIII: Action Recorded by Registrar's Office

PGRM _____

SUBJ _____

CIP _____

CRTS _____

DGRE _____

PGCT _____

OFFC&CRTY VALID _____

REPORTING CODES

PROG. DEF. _____

REQ. DEF. _____

Initials _____

Date _____

Distribution

Notification to:

(1) College
(7) Treasurer

(2) Department
(8) Undergraduate Program Committee

(3) Admissions

(4) Institutional Research

(5) Continuing Education

(6) Graduate School

5/12/08