

ATTACHMENT B

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 _____	Date _____		
(for on-line programs)			

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 _____

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

Current Name **MA, Master of Arts in Secondary Mathematics**

College, School, Division **ARSC** Department Code **MASC**

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

Interdisciplinary Program CIP Code **13.1311**
 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/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: The MA in Secondary Mathematics is a degree program designed to serve in-service middle and high school mathematics teachers. Because of this, most of the students in the program will have full-time positions, and coming to campus for courses will be difficult. The degree program requires 30 semester hours, including at least 12 hours of graduate mathematics, up to 6 hours of graduate education, up to 6 hours of professional development work (e.g. AP or IB institutes), and 3-6 hours of independent study and research. A portfolio documenting each degree program's components and including a significant report of the independent study and research project is required. The graduate mathematics courses usually are the four core courses for this degree: MATH 5013, 5023, 5033, and 5053; advanced calculus, abstract algebra, geometry, and probability and statistics (all with connections to school mathematics). The four core courses will be offered online, and the remainder of the degree requirements can be met with online courses in education and independent study directed electronically. The proposed change will have no known effect on other degree programs, and no program or program components will be eliminated.

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 MA in Secondary Mathematics is a degree program designed to serve in-service middle and high school mathematics teachers. Because of this, most of the students in the program will have full-time positions, and coming to campus for courses will be difficult. The degree program requires 30 semester hours, including at least 12 hours of graduate mathematics, up to 6 hours of graduate education, up to 6 hours of professional development work (e.g. AP or IB institutes), and 3-6 hours of independent study and research. A portfolio documenting each degree program's components and including a significant report of the independent study and research project is required. The graduate mathematics courses usually are the four core courses for this degree: MATH 5013, 5023, 5033, and 5053; advanced calculus, abstract algebra, geometry, and probability and statistics (all with connections to school mathematics). The four core courses will be offered online, and the remainder of the degree requirements can be met with online courses in education and independent study directed electronically. The proposed change will have no known effect on other degree programs, and no program or program components will be eliminated. The only effect expected will be the teaching of the four core courses in face-to-face sessions on campus. As of now, these four courses are offered in a rotation with one course each semester. That likely will not be needed if the four courses are offered online.

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.

Current catalog copy will not be changed with the exception of adding the following sentence: This program is available online.

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