# 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.

Department / Program Chair	epartment / Program Chair Date Sub		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/Notifica	ation Date			
University Course and Programs Committee Date			Arkansas Higher Education Coordinating Board Approval/Notifi				
Vice Provost for Distance Education (for on-line programs)	Date						
SECTION II: Profile Data - Re	equired Infor	mation and	Name Change Information				
Academic Unit: Major	Field of Study	Minor	Other Unit	Policy			
Level: Under	graduate	⊠ Graduat	e 🔲 Law Effective Ca	talog Year			
Program changes are effective with the	he next available	e catalog. See	Academic Policy Series 1622.20				
Current Name MA, Mas	MA, Master of Arts in Secondary Mathematics						
College, School, Division ARSC		Department Code MASC					
Current Code (6 digit Alpha) <b>SMTHMA</b>		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 n	ame.				
SECTION III: Add a New Prog	ram/Unit						
For new program proposals, com'Criteria and Procedures for Preparing http://www.adhe.edu/divisions/	g Proposals for	New Programs		am proposal as described in			
			demic college, and that college dear				
SECTION IV: Eliminate an Ex	isting Progra	m/Unit					
Code/Name Effective	Catalog Year						
No new students admitted to program Allow students in program to comple							

### 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.

PROGRAM INVENTORY/DARS										
PGRM	SUBJ _		CIP	CRTS						
DGRE	PGCT_		OFFC&CRTY VALID							
REPORTING COD	DES									
PROG. DEF.	-		REQ. DEF.	Initials	Date					
Distribution										
Notification to: (1) College (7) Treasurer	(2) Department (8) Undergraduate Program		Institutional Research	(5) Continuing Education	(6) Graduate School					

SECTION VIII: Action Recorded by Registrar's Office

8/19/13