

**Academic Policy Series
1622.20A**

ATTACHMENT FORMTEXT 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

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Department / Program Chair	Date Submitted Date	Graduate Council Chair
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College Dean	Date Date	Faculty Senate Chair
<hr/>		
Honors College Dean	Date	Provost Date
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Core Curriculum Committee Date	Date	Board of Trustees Approval/Notification
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University Course and Programs Committee Board Approval/Notification Date	Date	Arkansas Higher Education Coordinating
<hr/>		
Vice Provost for Distance Education (for on-line programs)	Date	

SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit: FORMCHECKBOX Major/Field of Study FORMCHECKBOX Minor
FORMCHECKBOX Other Unit FORMTEXT
FORMCHECKBOX Policy

Level: FORMCHECKBOX Undergraduate FORMCHECKBOX Graduate
FORMCHECKBOX Law Effective Catalog Year FORMTEXT

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

Current Name FORMTEXT MA, Master of Arts in Secondary Mathematics

College, School, Division FORMDROPDOWN Department Code FORMTEXT MASC

Current Code (6 digit Alpha) FORMTEXT SMTHMA Proposed Code (6 digit Alpha)
FORMTEXT

Prior approval from the Office of the Registrar is required.

FORMCHECKBOX Interdisciplinary Program
required.

CIP Code FORMTEXT 13.1311
Prior assignment from Office of Institutional Research is

Proposed Name FORMTEXT

When a program name is changed, enrollment of current students reflects the new name.

SECTION III: Add a New Program/Unit

FORMCHECKBOX 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 HYPERLINK "<http://www.adhe.edu/divisions/academicaffairs/Pages/academicaffairs.aspx>" <http://www.adhe.edu/divisions/academicaffairs/Pages/academicaffairs.aspx>

FORMCHECKBOX 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 FORMTEXT Effective Catalog Year FORMTEXT

No new students admitted to program after Term: FORMDROPDOWN Year: FORMTEXT

Allow students in program to complete under this program until Term: FORMDROPDOWN Year: FORMTEXT

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

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

FORMCHECKBOX 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: _____

FORMCHECKBOX 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:

FORMCHECKBOX Change of Name and Code (Complete only sections I, II, V and VII.)

FORMCHECKBOX Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

FORMCHECKBOX Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

FORMCHECKBOX Change Total Hours (Complete all sections of the form except "Proposed

Name" in II, section III, and section IV.)
FORMCHECKBOX 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.)

FORMTEXT 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 FORMTEXT_____ SUBJ FORMTEXT_____ CIP FORMTEXT_____ CRTS
FORMTEXT

DGRE FORMTEXT_____ PGCT FORMTEXT_____ OFFC&CRTY VALID FORMTEXT

REPORTING CODES

PROG. DEF. FORMTEXT_____ REQ. DEF. FORMTEXT

FORMTEXT_____ Initials
 Date FORMTEXT

Distribution

Notification to:

- (1) College (2) Department (3) Admissions (4) Institutional Research (5) Continuing Education
- (7) Treasurer (6) Graduate School (8) Undergraduate Program Committee

8/19/13