



2023-2024 #10 Undergraduate Program Modification Form

Program

Preview Form

Edit Approval Process

General Catalog Information

Descriptive or Instructional Text

Select *Program* below as the Type of Program before importing curriculum data.

Type of Program:

- Program
- Shared Core

Descriptive or Instructional Text

****Read before you begin****

- TURN ON help text before starting this proposal by clicking in the top right corner of the heading.
- IMPORT curriculum data from the Catalog by clicking in the top left corner.
- FILL IN all fields required marked with an * after importing data. You will not be able to launch the proposal without

- Workflow
- Title
- Crosslistings
- Legends





NOT make proposed changes before launching proposal

Descriptive or Instructional Text

Proposed Implementation Date:

Please see the [Implementation Timeline](#) to assist you in determining the earliest implantation date available for your proposal.

Semester

Year

Add Item



Add Item



Department:

Add Item



Current Major/Minor Title:



Current Concentration Title (if doesn't exist, put N/A):



Proposed Title of Major/Minor (May be the same):





Program Title for Import:



Program Type for Modification:



Degree Designation:



Description of Modification:



Descriptive or Instructional Text

APSU program requirements are consistent across locations and delivery methods.

Anticipated Delivery Site

Clarksville Campus

Fort Campbell





Traditional (Face-to-Face)

Online



Hybrid (a combination of course delivery methods)

Traditional (Face-to-Face) and Online

Descriptive or Instructional Text

Academic Program Liaison (APL):

Tucker Brown, PhD
Interim Senior Vice Provost and Associate Vice President for
Academic Affairs
SACSCOC Accreditation Liaison
931-221-7676
brownt@apsu.edu

Subheading

Distance Learning

Descriptive or Instructional Text

Indicate whether program will be offered via distance learning
and which courses are available online.

Distance Learning:





If the phase-out period is greater than 1 year for certificates or 3 years for any other program, explain why more time is needed in the field below.

Reason for longer phase-out period:



Descriptive or Instructional Text

Follow these steps to add appropriate curriculum or to propose changes to the program curriculum:

Step 1

If you are removing courses, proceed to Step 2.

☰ There are two options to add courses for proposed changes: "Add Course" and "Import Course." For courses that already are in the catalog, click on "Import Course" and find the courses needed. For new classes that are in the Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on ☰ "View Curriculum Schema." Click on the area/header of the program where you would like to add/remove courses. When you click on "Add Courses" it will bring up the list of courses available from Step 1. Select the



Step 2

4 year plan

Program Description:



Curriculum:

Add Item



Will your program allow courses to be utilized in other majors, concentrations, or minors?

- Yes No



Descriptive or Instructional Text

If you answered Yes to the above, please complete the following questions:

Should this program share courses with other majors?

- Yes No



Should this program share courses with other concentrations in the same major?





Yes No

Descriptive or Instructional Text

Fit with Institutional Strategic Plan and Mission

In the field below, address how the proposed program modification will further the mission and strategic plans of APSU, the Department and THEC Master Plan. Please review the following:

- [APSU Mission and Vision Statements](#)
- [APSU Strategic Plan](#)
- [Departmental mission and goals in the Institutional Effectiveness Process](#)
- [THEC Master Plan](#)

Fit with Institutional Strategic Plan and Mission:



Background (State the rationale):



Descriptive or Instructional Text



accrediting agency, submit letter from accreditor.

Descriptive or Instructional Text

Impact:

Describe potential impact on other concentrations within the current program and other similar programs at APSU.

Describe how this change will impact current student and how they will be notified of the change.

Impact:



How are current students affected? How will they be notified of any curricular changes?



Curriculum crosswalk of proposed curriculum to accreditation competencies, if utilizing a table in excel the document may be uploaded as an attachment (if applicable):





Descriptive or Instructional Text

Current Faculty

If converting concentration to new major or certificate program please provide the name, rank, highest degree, primary department, FTE in program, number of theses/dissertations for all current faculty.

Current Faculty:



Descriptive or Instructional Text

Plans for Accreditation:

Identify the source and projected date of Professional accreditation if applicable; SACSCOC notification, if required, and if a substantive change, the scope of the substantive change. If there are no plans to seek specialized accreditation, please provide reasons.



Existing Programs offered at public and private Tennessee institutions. List all programs with same CIP code definition at the same degree level currently offered in Tennessee (please complete only if adding a new concentration).



Descriptive or Instructional Text

Program Modification Approval Process Key

Items designated with a "♦" symbol require the approval of the President.

Items designated with a "♣" symbol require the approval of the President and APSU Board of Trustees'.

Items designated with a "♠" symbol require the approval of the President, APSU Board of Trustees' and THEC.

Type of Change/ Modification (Check all those that apply):

- Change or add a degree designation for an existing academic program or concentration per written recommendation of a disciplinary accreditation body. ♠



program's purpose. ♠

Change or add degree designation for existing programs to more accurately represent the title to the workplace. ♠

Name change of existing academic program. ♥

Consolidate an existing academic program. ♦

Change of the primary delivery mode for an existing academic program. ♥

Curriculum modifications which increase or decrease total hours required for a degree. (Provide a side-by-side comparison of existing and proposed curriculum). ♥



Curriculum modification in an existing academic program, including program admission, progression, and graduation requirements. Provide a side-by-side comparison of the existing and proposed curriculum. ♥

Establish a certificate in excess of 24 SCH. ♠

Establish a new concentration or minor. ♦

Inactivation of an existing major, minor, concentration, or certificate. ♥

Reactivation of a program that was placed on inactivation within the past 3 years. ♥

Termination of major or certificate. ♣

Termination of minor or concentration. ♦

Add a delivery method to a current program (face-to-face; online; hybrid).

Other



If Terminating a Program, please indicate the Phase Out Date (last semester you will allow graduates from this program):



Descriptive or Instructional Text

Visit [NCES](#) for assistance determining CIP Code.

CIP Code:



Description of Costs:



Describe the anticipated impact for students, personnel, fiscal resources, and other clientele.



Descriptive or Instructional Text



Describe what students should know, think or be able to do at conclusion of the program.

Program Student Learning Outcomes:



Descriptive or Instructional Text

Assessment

Provide a plan for assessing student learning outcomes while the students are enrolled in the program and after they have completed the program.

Assessment:



Are additional library resources needed to support the program?

- Yes No



Does this proposal require Teacher Education Council Chair approval?





Board or Trustees approval (items marked with the club symbol)?



Yes No

Does the type of change selected above require THEC approval (Items marked with the spade symbol)?



Yes No


Does this require SACSCOC approval?



Yes No

Descriptive or Instructional Text

Attach enrollment and degrees awarded by concentration for last 3 years and 3 year Fall average for each concentration in program and overall total in major (if proposing to elevate a concentration to a free-standing degree program).

Please attach any required files by navigating to the Proposal Toolbox and clicking  in the top right corner.

Subheading

ATTACHMENT LIST

Acknowledge:

I have completed all relevant parts of the form.




Attached:







Attached:

I have attached the side-by-side comparison (if applicable) and comparison chart of CIP codes, title, degree designation, CIP code. 


Attached:

I have attached a table of the enrollment and degrees awarded by concentration (if applicable). 

Attached:

I have attached the letter from accrediting agency (if applicable). 

Attached:

I have attached a course description for each new course (if applicable). 

Attached:

I have attached a teach-out plan for the program (if applicable). 