

Guide to Coursedog Form Fields – Substantial Change

- I. General
 - a. Program name
 - b. Admissions notification?
 - c. Emphases/subplan
 - d. Primary contact name
 - i. Primary contact email address
 - e. Effective date
 - f. Effective term
 - g. Career
 - h. Describe the proposed changes to the program as well as the rationale for making the specific changes and include any relevant supporting data
 - i. Plan description
 - i. Work with marketing to develop a description for the proposed program. Include the purpose, nature, and highlights of the curriculum, faculty expertise, emphases (if any), etc. Typically 100 – 250 words
 - j. Degree designation
 - i. BA in..., MA in..., etc.
 - k. Approved WUE program?
 - l. Approved WRGP program?
- II. Impacts & Considerations
 - a. Faculty impact – How will faculty workload be allocated and/or will new faculty hires be required to deliver the new, proposed curriculum?
 - b. Budgetary impact – Indicate new resources needed and source of funding to implement proposed changes. If reallocating resources, indicate where resources will be taken from and the impact this will have on students/faculty/program/unit.
- III. Campus and location offerings
 - a. Reminder: when adding a new Campus/Location for a plan, update Program in UAccess prior to finalizing proposal, to ensure appropriate Campus/Location is available.
- IV. Learning outcomes
- V. Program requirement updates
 - a. To request changes to any program requirements, please (1) copy the original information from the Requirements section found in the **catalog** below and paste into the appropriate "Current Requirements" field on the left; then (2) make the changes desired in the corresponding "New Requirements" field on the right. To expedite the review process, please bold and underline the changes you have made. *NOTE: if the current curriculum does not match what's in the catalog, there may be delays to implementing the proposed changes.*
 - i. Current minimum credit units
 - ii. New minimum credit unions
 - iii. Current core coursework requirements
 - iv. New core coursework requirements

- v. Current elective coursework
- vi. New elective coursework
- vii. Current additional requirements
- viii. New additional requirements
- ix. Current student handbook
- x. New student handbook

VI. Requirements

- a. Simple requirements
 - i. Program requirements
 - ii. Subplan
- b. Advance requirements
- c. Free form requirements

VII. Emphases/subplan

VIII. Subplan campus & locations

IX. Dependencies

X. Plan extras

- a. Please list any additional changes not entered elsewhere on form