

ATTACHMENT - 4A

- Program change proposal deletes courses offered by another academic college. 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.)

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.)

Teachers are required to acquire professional development on an unprecedented level. While much of this professional development is provided by local school districts, the demands of federal legislation, such as the No Child Left Behind act, inclusion of students with disabilities, and the increasingly diverse nature of our society requires teachers to seek additional professional development. The M.Ed. in Elementary Education is one means of securing this professional development. Offerring this program on-line creates many opportunities for teachers who would not otherwise be able to complete such a program.

SECTION VII: Catalog Text and Format

Insert the current catalog text, with proposed changes identified in Section V inserted and tracked in Microsoft Word. Be sure that all proposed changes are inserted and tracked. 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.

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.

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.

SECTION VIII: Action Recorded by Registrar's Office

PROGRAM INVENTORY/DARS

PGRM _____ SUBJ _____ CIP _____ CRTS _____
DGRE _____ PGCT _____ OFFC&CRTY VALID _____

REPORTING CODES

ATTACHMENT - 4A

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

Initials _____

Date _____