

INSTRUCTIONS — NEW AND REVISED PROGRAM CHECK SHEET

Accessing catalog forms on the Web: <http://cms.bsu.edu/About/AdministrativeOffices/AcademicSystems/Forms.aspx>

The catalog forms can now be typed on the Adobe PDF version of forms. Contact the Curriculum Coordinator with questions (call 5-1166).

NOTE: Use one form for each program.

Check sheet must be completed correctly or program will be returned to department.

For steps 8 and 9: use **SCADETL** screen to obtain Prerequisite and Enrollment Requirements by selecting the Course Description tab.

1. The title of the program should be exactly as a student transcript would show the program.
Include the total hours for the program (not the degree, but the major, minor, etc.).

The Academic Unit is the department, center, institute or college with primary responsibility for the program.
2. Indicate if this is a New, Revised, or Dropped program.

If Dropping the program, only complete 1-6 of the check sheet.
3. A brief description would detail the need for a new program or why revisions are being made to an existing program.
 - changes incorporated in a program revision
 - removing or adding a course or courses to a core, common body, directed elective category; increasing/decreasing required or directive elective hours; etc.
 - or the particular focus of the new program (hours in a core or common body; hours in option/specialization areas; hours in directed electives, etc.).
4. A brief rationale should outline the expanded rationale attached on a separate sheet.
5. Check the appropriate mode of delivery.
6. Check the appropriate program type. Majors only: select the appropriate Degree Type.
7. Detail any admission/retention requirements (minimum grades, minimum GPA's, completion of core or common body courses, etc.). If no admission or retention standards, check "no".
8. In the first column, list the course prefix and course number of each course required for the program. Core or common body courses should be listed first; then list option, sequence or specialization requirements (where applicable). The prefix and course number listed should be those currently in effect or proposed, taking into consideration any changes made in recent postings, etc.

In the second column, list the prerequisites and/or parallels of the courses in the first column. This should represent the current or proposed prerequisites/parallels as revised by recent catalogs, recent posting changes, etc. If no prerequisites/parallels exist for a course, state "None."

In the third column, list the other enrollment requirements.

In the fourth column, list "new," "rev." or "estab." to denote whether the course is new, recently revised (during the current academic year) or established and unchanged.
9. Here list the courses that are not all required, but may be used to fulfill directed elective requirements (choose two of the following eight courses; complete three hours from the following six courses, etc.). The columns are to be completed exactly as defined for #8 above. Again, all course prefixes, numbers, and prerequisites must reflect those currently in effect or proposed.
10. If course changes will not detrimentally affect currently enrolled students, state "no negative impact on current students." However, if credit hour(s) increases or dropped courses affect current students, explain how current students will be accommodated.
11. List all required UCC courses if more than two in the major.
12. If any faculty, equipment, etc., not currently funded are required for the program, list those needs along with any explorations for obtaining additional funds. If no additional resources are required, state "None."

13. If the program has any known effect on existing programs/departments, explain these along with notes concerning any discussions with affected parties.
14. Undergraduate majors only. List typical schedules for eight semesters.