

University of Nebraska

Modification of Major or Program

e.g. name change, merger/consolidation, etc.

I. Descriptive Information

| [Insert Name of Campus Proposing Modification] | Current Information | Proposed Modification |
|--|--|--|
| Name of Major or Program | | |
| Degree or Credential to be Awarded to Graduates | | |
| CIP Code 6-digit http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55 | | |
| Subject Code (ex: BIO) | | |
| Administrative Unit(s) for the Major or Program (eg. Department, School, College) | | |
| Other participating Units | | |
| Delivery Site | | |
| Students may complete the Full Program <i>[check all that apply]</i> | <input type="checkbox"/> On-campus <input type="checkbox"/> Online (asynchronous) <input type="checkbox"/> Synchronous Distance <input type="checkbox"/> Hybrid/Blended of Selected | <input type="checkbox"/> On-campus <input type="checkbox"/> Online (asynchronous) <input type="checkbox"/> Synchronous Distance <input type="checkbox"/> Hybrid/Blended of Selected |
| Program leads to licensure or certification If yes, complete Appendix: Professional Licensure and Certification. | <input type="checkbox"/> no <input type="checkbox"/> yes | <input type="checkbox"/> no <input type="checkbox"/> yes |
| | | |
| Other Programs (including Certificates, Majors, or Degrees) Offered in this Field by this Institution | | |
| | | |
| Percentage of Program Proposed Content Changes | | |
| Curriculum/Courses: | Learning Objectives: | Competencies: |
| Required Clinical: | | |
| Proposed Date Modifications will be Initiated | | |
| <i>[term/year]</i> | | |

II. Details

A. Description of Proposed Modification:

B. Justification of Proposed Modification:

C. Plan for implementation:

[as applicable, include impact on subject codes, impact on other programs, impact on current students and applicants, proposed timeline, etc.]

**! Sections III and IV are only required for mergers/consolidation or other substantial modifications.
Delete these sections if they are not applicable; skip to Section V. Appendix**

III. Additional Details

A. Purpose of the Proposed Major or Program:

B. Description of the Proposed Major or Program:

C. Student Learning Outcomes

D. Admissions

[Admission criteria and selection procedures for students seeking admission to the program.]

E. Program Curriculum

[Include the credit hour and course requirements, program of study, four-year plan (if undergraduate), research and other academic requirements for students enrolled in the major or program.]

| | | | |
|---|---------------------------|------------------------------|---------------------|
| <i>List specific required or elective courses in the major or degree. List prerequisites for required courses only. Note any courses that have approved course/lab fees. If courses listed are underdevelopment or modification, please note accordingly. Add lines as necessary.</i> | | | |
| Course Code and Name for Required Courses | Major/Degree Credit Hours | Prerequisites, if applicable | Course and Lab Fees |
| | | | |
| | | | |
| | | | |
| Course Code and Name for Electives | Major/Degree Credit Hours | | |
| | | | |
| | | | |
| Total | | | |

F. Advising

[Include how and when advisors are assigned for students in the major or degree.]

G. Evaluation of Program

[Measures and procedures for ongoing evaluations of the program. If applicable, include national guidelines, standards, or accreditations for such programs, and how this program meets the established standards]

H. Plan for Implementation

[If applicable, include additional details for substantial modifications such as:

- *impact on other programs or units,*
- *impact on personnel,*
- *impact on any formal partnership agreements that will enhance the quality of the program or provide educational or practical experiences for the students,*
- *communication plan.]*

I. Other Information (as applicable)

IV. Review Criteria

A. Centrality to the Campus Role and Mission

[Describe how the program aligns with the campus's role, mission, vision, and/or strategic plan. Relevant sections should be specifically referenced and addressed.]

B. Relationship of the proposal to the University of Nebraska's strategic priorities

[[Relevant sections](#) should be specifically referenced and addressed.]

C. Consistency with the Comprehensive Statewide Plan for Post-Secondary Education

[Relevant sections should be specifically referenced and addressed.]

<https://ccpe.nebraska.gov/sites/default/files/CompPlan.pdf>

D. Adequacy of Resources:

1. Faculty/Staff

[Will new faculty expertise or new faculty members be needed to launch this program? If yes, indicate whether the institution will need to hire new faculty members for this program in order to secure appropriately credentialed people or to have enough faculty members to appropriately support the program.]

2. Library/Information Resources

[Address availability of library resources to support the program]

3. Physical Facilities and Equipment

4. Budget Projections [include Table 1 and Table 2]

Table 1: Projected Expenses

Table 2: Revenue Sources for Projected Expenses

V. Appendix

A. Catalog Copy

B. Letters of Support

Internal

[Supporting letters of approval from department and other participating units.]

External

[External letters of support, including letters of support from potential employers and other NU campuses as appropriate.]

C. Professional Licensure and Certification



Before submitting to the appropriate campus office:

Formatting

- Remove italicized text in the proposal template, meant to be a guide for completing the proposal
- Format your inserted text to non-bolded and non-italicized text
- Do not insert an image into the course chart or other places within the proposal
- Do not insert another table into the course chart table
- Remove this text box

Content of Proposal

- Course chart needs to be included within the proposal instead of directing the reviewers to the catalog copy appendix
- Budget projection Excel tables are required by CCPE even if the amounts are \$0 on both
- If courses outside your department and/or college are part of the curriculum, please include acknowledgement of the requirements (email strings are accepted) from the appropriate DEO and Dean.

Appendices

- If attaching additional appendices, please list each in section IV
- include a cover page for each appendix

Submit the following, electronically

- Signed memo documenting college and department level approvals
- Proposal form as a Word document
- Budget projection tables 1 & 2 as an Excel document
- Supporting documentation as a PDF