



PROGRAM
Major Revision of Existing Program
Undergraduate Curriculum Routing Form
September 2020

Program: (as listed in current catalog)	
Department: (as listed in current catalog)	
College: (as listed in current catalog)	
Originator's Name:	<ul style="list-style-type: none">• Please confirm with the Office of Undergraduate Education and Student Success (3-2003) that you are initiating the correct proposal form.• Do not alter the proposal form language and formatting in any way. If the form is altered, it will be returned for revision.• It is the Originator's responsibility to track a proposal through the approval process.

Signatures: The originator and the departmental curriculum committee chair will review, complete the checklist, and sign on the "COVER SHEET" pages.

Department Chair or Associate Dean Date

College Curriculum Committee Date

College Dean Date

Teacher Ed. Council (if program is a secondary education program) Date

Once the proposal has been approved through the above levels, submit the document to the Office of Undergraduate Education and Student Success: undergraduate@moreheadstate.edu

University Undergraduate Curriculum Committee Date

Provost & Vice President for Academic Affairs Date

COVER SHEET

Program: (as listed in current catalog)	
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1. Important Definitions Used in the Curriculum Process:
 - Area - program of study comprised of at least 48 hours. Note that an area does not include "of concentration" in the designation.
 - Major - program of study comprised of at least 30 hours, accompanied by a minor.
 - Minor - a set of discipline-specific courses of at least 21 hours.
 - Certificate - a series of courses related to a specific topic or skill with a prescribed number of hours. For additional information contact the Office of Undergraduate Education and Student Success at 783-2003. Completion of a certificate does not replace a minor for degree completion.
 - Core - a set of required courses taken by all students in a specific area or major.
 - Track - a subset of courses within an area or major designed to develop expertise in a particular topic at the undergraduate level.
 - Equated courses vs. cross-listed courses - equated courses are courses of identical content that have different prefixes (and are approved through the undergraduate curriculum process), whereas cross-listed courses have the same instructor and are offered at the same time/location.
 - Pre-requisite - course(s) that a student must successfully complete prior to registering for another course.
 - Co-requisite - course(s) that a student must take concurrently with another course.

2. An associate degree requires at least 60 semester hours including 15 hours of prescribed general education credit.

3. A baccalaureate degree program at the undergraduate level is either an Area or a Major.

4. A program's total credit hours include program core (i.e., courses taken by all students in the program), program supplemental courses (other required hours), and program specific electives. No general education courses or free elective courses count toward total program hours.

5. Curriculum should be designed so that the program's total credit hours plus general education hours and free electives add up to 120 total hours, with 42 of the hours in upper division (i.e., 300- to 400-level) courses.

6. To ensure that students enrolled in a program have common experiences fifty percent (50%) of a program's total credit hours must be made up of core courses. Examples:
 - a. If an area is designed with 48 hours, then 24 or more of those hours must be in core courses. The rest of the program hours can be other program requirements that vary from student to student.
 - b. If a major is designed with 30 hours, then 15 or more of those hours must be in core courses. The remainder of the major hours can be other program supplemental courses and program specific electives that vary from student to student. The minor is not considered in calculations for this 50% rule.
 - c. If a major has 30 hours and includes tracks, the core must contain at least the same number (or higher) of hours as the track. For example, a Major could have 15 hours in core, 9 hours in the track, and 6 hours as program electives.

7. Any proposal with a secondary education component must be routed through the Teacher Education Council for approval.

8. Edits to the proposal may be requested at any level of review and are to be made by the originator. The originator also may be asked to address questions (in writing or in person) at any level of review.

The originator will review the final document and complete the checkboxes on the left side of the page, sign and date, and submit the complete proposal to the Department Curriculum Committee Chair for their review.

The Department Curriculum Committee Chair will review the document and complete the checkboxes on the right side of the page, sign and date, and submit the complete proposal to the department chair/associate dean.

Originator	Department Curriculum Committee Chair
The curriculum proposal form has not been altered (formatting, font, etc.).	
If question E. 1. or 2. in section IV. is answered yes, then the originator must have a representative from Information Technology sign the signature sheet before it is submitted to the departmental curriculum committee. IT signature: IT signature NOT required:	
If a Teacher Education Council signature is required, the next approval level will be notified so that it can be obtained.	
Each revised or new course included in this program requires a separate "New Course or Major Revision to Existing Course" proposal.	
Grammar, spelling, punctuation, sentence structure, etc. is accurate.	
The title, department, school and college names correspond to the current catalog.	
The impacted departments, programs, the individuals notified, and the method of notification are listed.	
Responses are complete and applicable for each question.	
Each course pre-fix, number, and title is consistent with the current undergraduate catalog (or with revisions made in supporting curriculum proposals).	
Each course has been reviewed for pre-requisites, co-requisites or testing requirements. There are no hidden pre-requisites, co-requisites, or testing requirements.	
The program core contains at least 50% of the total program hours (not including general education and free elective hours),	
The program core does not contain courses that should be listed in other sections of the proposal (i.e. Other Program Required Hours, Program Electives, etc.).	
The program has an adequate number of area/major hours (minimum of 48 for area and minimum 30 for major).	
The program has at least 42 upper division hours.	
If the program is a major, hours are designated for an accompanying minor.	
If the program has tracks, the total track hours do not exceed the total core hours.	
The program has a maximum of 120 hours. If not, sufficient rationale is included in the proposal.	
The curriculum map contains the official name of the program and track (if applicable).	
The curriculum map contains accurate course prefix, number, and name for each course.	

	The curriculum map lists General Education courses in the first two years.	
	If the program has tracks, a separate curriculum map is included for each track.	
	The curriculum maps each start on a separate page.	
	The curriculum map contains EXACTLY the same courses and the same number of credit-hours as the proposal.	
	The curriculum map does not contain hidden pre-requisites or co-requisites.	
	The curriculum map codes are accurate.	
	The total credit hours for each semester are acceptable (full-time, not overload, etc.).	

My signature verifies that I have reviewed the proposal and it is ready to go to the next level.

Originator

Approval Date

Department Curriculum Committee Chair

Approval Date

PROGRAM
Major Revision of Existing Program

I. EXISTING PROGRAM REVISION

State the current title of the Program (as listed in the current catalog)

List the degree (e.g. Bachelor of Science) and major or area (e.g. Math Major, Biology Area); as listed in the current catalog. Include tracks if applicable (e.g. Bachelor of Arts, Philosophy Major, Religious Studies Track).

State the proposed revised title of the Program (if applicable)

If the degree (e.g. Bachelor of Science) and/or major or area (e.g. Math Major, Biology Area) names are changing, please list them below. Include tracks if applicable.

CIP Code - *Contact your department chair to verify the correct CIP Code information.*

II. NEED AND JUSTIFICATON

A. Describe the changes and justify what this proposal is requesting; what are you doing and why are you doing it?

B. Program *coherence* refers to 1) appropriate sequencing of courses, not a mere bundling of credits, so that 2) student learning is progressively more advanced in terms of assignments and scholarship required and 3) demonstrates progressive advancement in a field of study that allows students to integrate knowledge and grow in critical skills. The expectation that a program embodies a coherent course of study applies regardless of the mode of delivery. Describe any impacts to coherence that the proposed revision to the program may have.

C. Have the admission requirements changed? If so, how?

D. If a similar program at MSU or in Kentucky exists, provide justification for the duplication.

III. PURPOSE, GOALS, AND OBJECTIVES

A. What are the goals of the Program? How do the proposed changes impact the alignment with them?

B. State the revised program outcomes to be achieved by students.

C. How do the specific goals and objectives relate to the mission statement of the University?

D. List the methods of program assessment to be used other than course grades to ensure that the desired outcomes are attained by students. Indicate the frequency of assessment and how results will be made available to program faculty.

E. List discipline-specific standards for accreditation in addition to Southern Association of Colleges and Schools (SACS) accreditation standards. If applicable, attach current statement of requirements or provide a link to them.

IV. IMPACT

A. How will the program changes affect transfer students?

B. List all departments and programs that could be impacted by this proposal. For example, any department or program that:

- a. offers required courses for this program**
- b. offers elective courses for this program**
- c. offers similar courses in their program**
- d. has an equated course**
- e. has courses in this proposal listed as a co-requisite or pre-requisite**
- f. shares staff and/or resources.**

C. Explain the potential impact on the other departments and programs.

D. List the individuals in the other departments and programs notified by the proposing department chair and define the method of contact (e-mail, phone conversation, etc.)

E. Does this program revision require new technology? Please note that Information Technology (GH 110) should be notified when the program proposal is being developed. Early notification will allow IT an opportunity to provide quality information that can be included in the proposal request form.

Yes No (If yes, a representative from Information Technology must sign the signature sheet.)

If yes, please list:

1. the software to be used and its estimated cost. If there is intent to utilize the software in a lab, include the estimated cost of the server based license for the software. (IT does not install individual packages in labs, only server based versions).

2. the type of hardware to be utilized.

V. PERSONNEL

A. List name(s), qualifications including highest earned degree, and academic rank(s) of departmental faculty who will teach courses in this program.

B. Identify external or adjunct faculty, if appropriate.

C. List any additional support personnel (clerical, laboratory assistants, and technicians) needed for implementation.

D. List additional faculty including academic rank and qualifications, who must be hired during the next four years if this is implemented.

VI. ADDITIONAL INFORMATION

A. List the enrollment and number of graduates from this program for the past four years

B. List anticipated enrollment and number of graduates from this program for the next four years.

C. Explain and provide the cost of any additional or remodeled facilities that will be required.

D. List and provide the cost of any additional equipment required.

E. Provide the total estimated additional cost required to support this program for the next four years. Identify source of new funds (special legislative request, system reallocation, etc.).

VII. PROPOSED PROGRAM REQUIREMENTS

Please list all courses required for degree completion. Include Course Prefix, Number, Name, and Student Credit Hours. Provide the total student credit hours required for each section.

General Education Hours

FYS 101/101E– First Year Seminar
MATH 123/123E, 131/131E, 135/135E, 152/152E, 174 or 175
Knowledge - Natural Science (NSC; select 2)
Knowledge - Arts & Humanities (HUM)
Knowledge - Social & Behavioral Sciences (SBS)
ENG 100/100E – Core Writing I
ENG 200 – Core Writing II Capstone
COMS 108 – Fund. Of Speech Communication
Global Cultures - Arts & Humanities (HUM)
Ethics & Civil Engagement - Social & Behavioral Sciences (SBS)

Total General Education Hours

33

Program Core Hours

Program Core courses must be taken by all students in the program. This section cannot contain options such as “MSU 111 or MSU 112” or “choose 3 hours from the following list”. Any core Track hours should be listed in the Track section.

Total Program Core Hours (This total should be at least 50% or more of the Total Program Hours; not including general education hours and free elective hours).

Other Program Required Hours

Other Program Required Hours are required program courses with the option of choosing between two specific courses (i.e. “MSU 111 or MSU 112”). Track hours should be listed in the Track section.

Total Other Program Required Hours

Program Electives

Program Electives are a list of required program-related courses from which a student chooses a specific number of hours. (e.g. “choose 3 hours from the following list”). Track electives should be listed in the Track section.

Total Program Elective Hours:

IF YOUR PROGRAM DOES NOT HAVE TRACKS, PROCEED TO THE FOLLOWING PAGE

*Please note: If you need more than two tracks, please contact undergraduate@moreheadstate.edu so that the forms can be revised to fit your needs.

<i>Program Track Name:</i>	
Please list all Track Requirements	
Total Track Hours	

<i>Program Track Name:</i>	
Please list all Track Requirements	
Total Track Hours	

Academic Minor:

A major requires an academic minor of at least 21 hours.

Minor Hours (if applicable)

Free Electives:

Free General Electives are any course hours still necessary to meet the 120 hour degree requirement after all program requirements are met.

Total Free Elective Hours

TOTAL DEGREE HOURS

(Total degree hours should equal 120 or contain a rationale as to why it cannot).

Rationale as to why program exceeds 120 hours (if applicable):

If there is a change to the current catalog language for program competencies, admission criteria, standardized testing requirements, etc., please list the NEW catalog language below. Do not list the old catalog language. Do not list the program courses again.

Curriculum Map

NOTE: If you are required to complete any developmental courses, you may not be able to complete the degree in four years. This curriculum map assumes that you have not transferred in any previously completed college level courses.

All students must have 33 hours of general education courses which include:

- | | |
|---|--|
| FYS 101/101E– First Year Seminar
MATH 123/123E, 131/131E, 135/135E, 152/152E, 174 or 175
Knowledge - Natural Science (NSC; select 2)
Knowledge - Arts & Humanities (HUM)
Knowledge - Social & Behavioral Sciences (SBS) | ENG 100/100E – Core Writing I
ENG 200 – Core Writing II Capstone
COMS 108 – Fund. Of Speech Communication
Global Cultures - Arts & Humanities (HUM)
Ethics & Civil Engagement - Social & Behavioral Sciences (SBS) |
|---|--|

The approved course list may be accessed through the current MSU Undergraduate Catalog.

FIRST YEAR COURSE SCHEDULE								
✓	Fall Semester	Code	Credits		✓	Spring Semester	Code	Credits
Total Credit Hours					Total Credit Hours			

SECOND YEAR COURSE SCHEDULE								
✓	Fall Semester	Code	Credits		✓	Spring Semester	Code	Credits
Total Credit Hours					Total Credit Hours			

THIRD YEAR COURSE SCHEDULE								
✓	Fall Semester	Code	Credits		✓	Spring Semester	Code	Credits
Total Credit Hours					Total Credit Hours			

FOURTH YEAR COURSE SCHEDULE								
✓	Fall Semester	Code	Credits		✓	Spring Semester	Code	Credits
Total Credit Hours					Total Credit Hours			

(E) Elective (G) General Education Course (P) Pre-requisite (R) Required Course
 (U) Upper Division Course 300-400 level (you must have 42 hours)

Please insert any supporting documentation (email correspondence, IACUC form, etc.) here.