Course Proposal Fields

Please abbreviate each word—don't just truncate. This is the field that will appear on the student's transcript and in a schedule of courses. The Registrar may change the transcript topic to ensure it is unique and will display properly.

If a semester is not listed, then this course proposal cannot be submitted or approved in time for that term.

Please add prerequisites in the specific fields below. Prequisites and Course Type will automatically be added to the Academic Catalog course description.

Directions to add prerequisites, co-requisites, and conditions vary. For example, a student must have a certain GPA, a student must be admitted to the program, etc. It is not needed in another course. Cannot have already completed another course. If no prerequisites, please enter None.

Click on the green + icon to add a course. In the pop-up, select the School/College and Department. Available courses will be listed. Select a course to be co-requisites with and click the "Add Selected" button. If the Course is currently in proposal stage, type the Course Code (Subject Code and Course Number) into the "Quick Add Field" and click on the "Add Course" button.

For variable credit, please use a +/- between values. Example: "2-4" or "3-5.5"

For a detailed explanation of each course type, please visit the Academic Affairs explanation: http://fax.ks.ukans.edu/.

Optional fields. Laboratory is an additional laboratory to accompany the traditional course type. Lecture is a lecture. Discussion is typically a mandatory discussion that students must attend in order to meet the expectations of the course. The discussion optional in general means an optional session used for instruction or other classroom needs.

This field indicates the department's main as to when the course will be offered. But this selection will not prevent them from offering the course at different times. It will only be used for planning purposes.
Course Proposal Fields Cont.

- Explain if this course is required for any degree, major, minor, certificate, or concentration. If yes, explain whether it is required for the reference how the course is used or affects the referenced program. Remember to include a program proposal to note the changes being made to this program administration system.

- If more than one program, please describe how it will impact each program.

- Will this course be required for a degree, major, minor, certificate, or concentration? [Yes] [No]

- Which Program(s)?

- Describe how? [ ]

- Please ensure that the degree requirements for the impacted degree, major, minor, certificate, or concentration are also updated in CIM Program Management.

- If applicable, suggest a course proposal. Supporting Documents: [Attach Documents] [Uploaded Files: ] [Files To Be Uploaded: ]
Program Proposal Fields

1. The degrees awarded in the new joint graduate degree program are degrees that already exist, i.e., no new degree is awarded. For joint degrees, indicate who the primary owner of the degree will be.

2. Choose degree code, or if proposing a new degree code select at the bottom.

3. Please contact an administrator to add the new degree code(s) to CIM!

4. CIP Code may be changed during approval process.

5. Choose appropriate name for program.

6. Indicate the location the program will be offered at. Select multiple locations if appropriate. Indicate Everspring Online for online programs. If you will develop an online program in an alternate manner, select other and explain.

7. Select yes if any portion of this program will be offered online. This is not a guarantee that all changes will be approved by the publication of the catalog you choose. Some departments and schools take longer than others to approve degree and program changes and this may cause delays in the catalog that your changes publish in. Consult your school administrator for details.

8. Choose the catalog you would like this change to publish in. This is not a guarantee that all changes will be approved by the publication of the catalog you choose. Some departments and schools take longer than others to approve degree and program changes and this may cause delays in the catalog that your changes publish in. Consult your school administrator for details.

9. Do you intend for this program to be offered online? Yes / No.

10. Effective Catalog:

11. Program Description: (Provide the description of the program and its intended purpose.)

12. Demand for the Program: (Provide specific information and/or data to support the articulated demand for the program.)

13. Competitive Local/Regional Advantage: (Determine and compare programs in the state/region.)

14. Admission Requirements: (Provide a list of requirements for admission to the program.)

15. Degree Requirements: (Provide a brief summary of the curriculum, including:
   - Total required credit hours
   - How many of these courses are available via distance delivery or online?)

16. Program Type:
   - Degree Major
   - Joint Degree
   - Minor
   - Certificate

17. Department/Program:
   - Select Department/Program

18. Degree Code:
   - Select Degree Code(s)

19. Consulting Department(s):
   - Select Consulting Department(s)

20. Program Name:
List the name, degree, and FTE that will support this program. Click on the green plus sign to add additional rows.

Program Proposal Fields Cont.

Faculty Profile
(Faculty required for this program. Notes: FTE for this program)

Name of Faculty
and Rank
Highest Degree
Number of Faculty FTE

Student Profile
Anticipated student enrollment (whole numbers, not ranges)
Full Time
Part Time
Total
Year 1
Year 2
Year 3

Anticipated number of program graduates (whole numbers, not ranges)
After 5 years
After 7 years

Academic: Support (Additional academic support needed e.g., courses, laboratories, etc.)

Facilities and Equipment (Additional facilities/equipment required)

Program Review, Assessment, Accreditation

Costs, Financing

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What is the source of the new funds?

Rationale for proposal

Additional Information

500 characters remaining:

Supporting Documents
Attach Documents

Provost’s office will contact if additional supporting documents are needed.