

## UHD Curriculum Change Degree Forms for **AY2028** Catalog

*Please note that the forms may be updated with minor corrections/additions that may be slightly different from this form. All curriculum changes must be submitted through the appropriate Curriculog form online.*

Please see our [online resource for Curriculum planning](#).

### **The content of the following forms can be found in this document.**

UHD Curriculum Form 2.1: New Undergraduate Degree

UHD Curriculum Form 2.2: Change Undergraduate Degree or Concentration

UHD Curriculum Form 2.4: Delete Undergraduate Degree or Concentration

UHD Curriculum Form 2.6: New Graduate Degree

UHD Curriculum Form 2.7: Change Graduate Degree or Concentration

UHD Curriculum Form 2.9: Delete Graduate Degree or Concentration

UHD Curriculum Form 3.1: New Undergraduate Certificate

UHD Curriculum Form 3.2: Change Undergraduate Certificate

UHD Curriculum Form 3.4: Delete Undergraduate Certificate

UHD Curriculum Form 3.6: New Graduate Certificate

UHD Curriculum Form 3.7: Change Graduate Certificate

UHD Curriculum Form 3.9: Delete Graduate Certificate

UHD Curriculum Form 4.1: New Undergraduate Minor

UHD Curriculum Form 4.2: Change Undergraduate Minor

UHD Curriculum Form 4.4: Delete Undergraduate Minor

## **UHD Curriculum Form 2.1: New Undergraduate Degree**

### **Use this form to create a new Undergraduate Degree or Concentration**

This form should be used only after you have completed the Notice of Intent (Curriculum form 2A) and Preliminary Planning Approval (Curriculum form 2B) Processes through the Office of the Provost. Please see the [Proposing New Degrees & Certificates](#) page for details on new program planning.

The materials you will prepare for a new program reflect the requirements of external approving bodies (the BOR, THECB, and SACSCOC). Because of the complexity of the content, we ask that you fill out the basic boxes in this form and then carry out the bulk of the work via attachments based on the new program forms found in Step 3: UHD Internal Program Proposal Approval on the [Proposing New Degrees & Certificates](#) page.

As per policy, these proposals are approved from the department level up through the Provosts Office. The validation step at the beginning in the Provosts Office is designed to help originators ensure that the information is mostly complete and addresses all required elements before others review; this step is not an approval stage. The Provosts Office approval stage remains at the end, allowing consideration of any changes requested by other parties in the process.

Because we must handle the process by attachment edits, we must allow participants within the college to have editing authority. At each stage of the process, any suggested edits should be handled via attachments please download the most current version, make suggestions/edits via track changes, and then upload the new version with your initials on the title. Please do NOT delete any earlier files. This will ensure a trail. But it also means that changes are not automatically seen by the originator. Therefore, once the Dean has reviewed and attached any suggested edits, we will route it one more time the originator to be sure any changes are seen at the faculty level.

UCC will not have editorial authority, though the Office of the Provost will be able to attach files; any substantive changes at the Office of the Provost level will be sent back to originator, chair, and dean for review and approval before it goes to external audiences. Final versions of all materials will be shared with the originating department and college.

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Degree Type (drop down)
5. Name of Degree
6. Degree Abbreviation
7. Proposed CIP Code

8. Semester Credit Hours Required
9. Proposed Implementation Date
10. Number of new courses being developed for this credential.
  - 9a. Percent of total SCH in the credential that will be for new courses.
  - 9b. Modality in which the credential will be offered (choose all that apply)
11. Institutional and Departmental Contacts
  - Name, Title, Email, Phone
  - Second Contact:
    - Name, Title, Email, Phone

**Required Attachments:**

- Full Proposal in MS Word format
- If not included in full proposal, assessment plan
- If not included in the full proposal, Librarian's Statement of Adequate Resources
- Librarian's Statement of Adequate Resources
- Catalog layout requirements, using the four subheads: Core Area; Preparatory Area; Major Area; Free Elective Area, per 03A.35. This document should also include a course sequence map (required by THECB) and the descriptions of all new courses.
- Proforma submitted as part of the PPR (identifies hiring needs, if any). Please ensure that core faculty have updated Watermark CVs, with education and major publications enumerated.
- If relevant, specific clinical or inservice sites to support the proposal.
- Documentation of industry partnerships with program proposal. May include letters of support and existing internship relationships with the university.

## **UHD Curriculum Form 2.2: Change Undergraduate Degree or Concentration**

### **Use this form to change an existing Undergraduate Degree or Concentration**

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.) for processes such as degree name changes

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Degree Type (drop down)
5. Name of Degree
6. Is this a Review or Change to the Program Learning Outcomes ONLY?
7. Description of requested change
8. Please provide as much information as possible for why the change is needed and appropriate. For example, is it based on assessment, changes in the field, student success issues, faculty experiences, etc.?
9. Justification for requested change
10. Explain how any major, minor, or certificate programs would be affected by this change.
11. Explain how the requested change would affect the General Education program (e.g., common core).
12. Program Outcomes
13. Effective Term

### **Required Attachments:**

Tracked changes version of the catalog [This must be a cut-and-pasted version of the current catalog language.]

If you are changing the program outcomes, you must attach an updated LO map for all the courses in the program.

## **UHD Curriculum Form 2.4: Delete Undergraduate Degree or Concentration**

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.). In particular, deletion of degrees will require a formal notification process to THECB and SACSCOC as well as a teach-out plan.

Additional considerations for program or concentration deletion:

If there are courses that serve only this degree, you may need to consider course deletion processes but that should wait until your program deletion is approved and you have worked with the AVP Programming and Curriculum to confirm any required teach-out timeline.

If this deletion is approved, you will be required to develop plans to communicate with students and other entities per discussion with the AVPPC and may need to provide information for external reporting.

### **Delete Undergraduate Degree or Concentration**

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Title of Degree (with Concentration if only one is being deleted)
5. Type of Degree (drop down)
6. Catalog Description
7. Justification for Deleting Program or concentration
8. Term when admission to program/concentration stops
9. Term when last classes for this program/concentration will be offered
10. How might other departments affected?
11. Other affected departments (drop down)
12. Explain how any major, minor, or certification programs would be affected by this change.
13. Explain how inactivating the program would affect the General Education program.

### **Required attachments:**

Spreadsheet showing majors currently enrolled in this degree program and estimated date of graduation assuming timely progress. Also must list students who are identified majors but have stopped out.

Draft schedule to teach out the program courses and/or description of how these students could be transitioned to other programs without loss of progress or additional cost.

## **UHD Curriculum Form 2.6: New Graduate Degree**

### **Use this form to create a new Graduate Degree**

This form should be used only after you have completed the Notice of Intent (Curriculum form 2A) and Preliminary Planning Approval (Curriculum form 2B) Processes through the Office of the Provost. Please see the [Proposing New Degrees & Certificates](#) page for details on new program planning.

The materials you will prepare for a new program reflect the requirements of external approving bodies (the BOR, THECB, and SACSCOC). Because of the complexity of the content, we ask that you fill out the basic boxes in this form and then carry out the bulk of the work via attachments based on the new program forms found in Step 3: UHD Internal Program Proposal Approval on the [Proposing New Degrees & Certificates](#) page.

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Because we must handle the process by attachment edits, we must allow participants within the college to have editing authority. At each stage of the process, any suggested edits should be handled via attachments please download the most current version, make suggestions/edits via track changes, and then upload the new version with your initials on the title. Please do NOT delete any earlier files. This will ensure a trail. But it also means that changes are not automatically seen by the originator. Therefore, once the Dean has reviewed and attached any suggested edits, we will route it one more time the originator to be sure any changes are seen at the faculty level.

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1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Degree Type (drop down)
5. Name of Degree
6. Degree Abbreviation
7. Proposed CIP Code

8. Semester Credit Hours Required
9. Proposed Implementation Date
10. Number of new courses being developed for this credential.
11. 9a. Percent of total SCH in the credential that will be for new courses.
12. 9b. Modality in which the credential will be offered (choose all that apply)
13. Institutional and Departmental Contacts  
Name, Title, Email, Phone  
Second Contact:  
Name, Title, Email, Phone

**Required Attachments:**

- Full Proposal in MS Word format
- If not included in full proposal, assessment plan
- If not included in the full proposal, Librarian's Statement of Adequate Resources
- Librarian's Statement of Adequate Resources
- Catalog layout requirements, using the four subheads: Core Area; Preparatory Area; Major Area; Free Elective Area, per 03A.35. This document should also include a course sequence map (required by THECB) and the descriptions of all new courses.
- Proforma submitted as part of the PPR (identifies hiring needs, if any). Please ensure that core faculty have updated Watermark CVs, with education and major publications enumerated.
- If relevant, specific clinical or inservice sites to support the proposal.
- Documentation of industry partnerships with program proposal. May include letters of support and existing internship relationships with the university.

## **UHD Curriculum Form 2.7: Change Graduate Degree or Concentration**

### **Use this form to change an existing Graduate Degree or Concentration**

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.) for processes such as degree name changes.

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Degree Type (drop down)
5. Name of Degree
6. Description of requested change

Please provide as much information as possible for justification for why the change is needed and appropriate. For example, is it based on assessment, changes in the field, student success issues, faculty experiences, etc.?

7. Justification for requested change
8. Explain how any major, minor, or certificate programs would be affected by this change.
9. Program Outcomes
10. Effective Term

### **Required Attachments:**

Tracked changes version of the catalog. [This must be a cut-and-pasted version of the current catalog language.]

If you are changing the program outcomes, you must attach an updated LO map for all the courses in the program.

## **UHD Curriculum Form 2.9: Delete Graduate Degree or Concentration**

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.). In particular, deletion of degrees will require a formal notification process to THECB and SACSCOC as well as a teach-out plan.

Additional considerations for program or concentration deletion:

If there are courses that serve only this degree, you may need to consider course deletion processes but that should wait until your program deletion is approved and you have worked with the AVP Programming and Curriculum to confirm any required teach-out timeline.

If this deletion is approved, you will be required to develop plans to communicate with students and other entities per discussion with the AVPPC and may need to provide information for external reporting.

### **Delete Graduate Degree or Concentration**

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Title of Degree (with Concentration if only one is being deleted)
5. Type of Degree (drop down)
6. Catalog Description
7. Justification for Deleting Program or Concentration
8. Term when admission to program stops
9. Term when last classes for this program/concentration will be offered
10. How are other departments affected
11. Other affected departments (drop down)
12. Explain how any other programs would be affected by this change.

### **Required Attachments**

- Spreadsheet showing majors currently enrolled in this degree program and estimated date of graduation assuming timely progress. Also must list students who are identified majors but have stopped out.
- Draft schedule to teach out the program courses and/or description of how these students could be transitioned to other programs without loss of progress or additional cost.

## UHD Curriculum Form 3.1: New Undergraduate Certificate

### New Undergraduate Certificate Proposal

Please submit the NOI in Curriculog (form 2A) and email David Ryden at **David Ryden**. This NOI applies to all certificates as well as degree programs because we must determine scope and potential external review processes prior to internal review. Please see the **Proposing New Degrees & Certificates** page for details on new certificate planning.

The materials you will prepare for a new certificate reflect the requirements of external approving bodies (the BOR, THECB, and SACSCOC). Because of the complexity of the content, we ask that you fill out the basic boxes in this form and then carry out the bulk of the work via attachments based on the new program forms found in Step 2: Guide to New Certificate Programs on the **Proposing New Degrees & Certificates** page.

As per policy, these proposals are approved from the department level up through the Provosts Office and may require external approvals as well. The validation step at the beginning in the Provosts Office is designed to help originators ensure that the information is mostly complete and addresses all required elements before others review; this step is not an approval stage. The Provosts Office approval stage remains at the end, allowing consideration of any changes requested by other parties in the process.

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### **REQUIREMENTS for Certificates:**

THECB guidelines: Certificates must be offered within disciplinary areas where the institution already offers an undergraduate degree program

UHD Policy 3.A.35 Excerpts:

2.8 Certificate: A separately transcribed, required or optional component of an academic program consisting of several courses that fulfills a relatively narrow, targeted academic outcome. Certificates may be awarded separately from other degrees and may admit current or external degree-seekers. Certificates are considered to be aligned with existing program(s) when at least 50% of their coursework serves existing program(s).

3.3 Courses counting toward a certificate may be applied to a major and/or a minor, or vice versa. Certificate requirements can be fulfilled by a combination of mandatory courses (certificate's core) and electives. Both core and elective courses must match the focus area of the certificate.

At least 70% of certificate's credit hour requirements must be fulfilled by certificate's core. Typically, certificates with fewer than 18 credit hours may have at most one mandatory course that is also mandatory for another certificate. Certificates with 18 or more credit hours may have at most two such courses. Deviations from these requirements may be considered in light of best practices and credentialing guidelines.

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Degree Type (drop down)
5. Name of Certificate
6. Certificate Abbreviation
7. Prospective Curriculum
8. Program Expected Outcomes
9. Proposed CIP Code
10. Semester Credit Hours Required for the Certificate
11. Semester Credit Hours (radio-button)
12. Number of new courses being developed for this credential
  - 12a. Percent of total SCH in the credential that will be new courses (radio-button)
  - 12b. Modality in which the credential will be offered (choose all that apply)
13. Proposed implementation date
14. Institutional and Departmental Contacts  
Name, Title, Email, Phone  
Second Contact:  
Name, Title, Email, Phone

**Required Attachments:**

Complete Set of required documents in MS Word format (see program website step 2)

Course Descriptions and Prescribed Sequence of Courses

## **UHD Curriculum Form 3.2: Change Undergraduate Certificate**

### **Existing Undergraduate Certificate Proposal**

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.) for processes such as certificate name changes

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Credential Type (drop down)
5. Name of Credential
6. Description of requested change

Please provide as much information as possible for justification for why the change is needed and appropriate. For example, is it based on assessment, changes in the field, student success issues, faculty experiences, etc.?

7. Justification for requested change
8. Explain how any major, minor, or certificate programs would be affected by this change.
9. Certificate Program Outcomes
10. Effective Term of Change

### **Required Attachments:**

Tracked changes version of the catalog. [This must be a cut-and-pasted version of the current catalog language.]

If you are changing the certificate program outcomes, you must attach an updated LO map for all the courses in the program.

### **UHD Curriculum Form 3.4: Delete Undergraduate Certificate**

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.). In particular, deletion of credentials such as degrees or certificates will require a formal notification process to THECB and SACSCOC as well as a teach-out plan. Please consult with the AVP Programming and Curriculum prior to submitting this form to ensure that you have all the needed information.

Additional considerations for program or certificate deletion:

If there are courses that serve only this credential, you may need to consider course deletion processes but that should wait until your program deletion is approved and you have worked with the AVP Programming and Curriculum to confirm any required teach-out timeline.

If this deletion is approved, you will be required to develop plans to communicate with students and other entities per discussion with the AVPPC and may need to provide information for external reporting.

#### **Delete Undergraduate Certificate**

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Title
5. Type of Degree (drop down)
6. Catalog Description
7. Prospective Curriculum
8. Term when admission to program stops
9. Justification for deleting program
10. List closely related approved programs
11. How are other departments affected? (drop down)
12. Other affected departments
13. Explain how any major, minor, or certification programs would be affected by this change.
14. Explain how inactivating the program would affect the General Education program (e.g. common core).

#### **Required attachments:**

Please attach list of all students (active and inactive) who have applied for this certificate but not completed it.

Please attach a proposed teach-out plan that would allow students to complete the credential

## UHD Curriculum Form 3.6: New Graduate Certificate

### New Graduate Certificate Proposal

Please submit the NOI in Curriculog (form 2A) and email David Ryden at **David Ryden**. This NOI applies to all certificates as well as degree programs because we must determine scope and potential external review processes prior to internal review. Please see the **Proposing New Degrees & Certificates** page for details on new certificate planning.

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UHD Policy 3.A.35 Excerpts:

2.8 Certificate: A separately transcribed, required or optional component of an academic program consisting of several courses that fulfills a relatively narrow, targeted academic outcome. Certificates may be awarded separately from other degrees and may admit current or external degree-seekers. Certificates are considered to be aligned with existing program(s) when at least 50% of their coursework serves existing program(s).

3.3 Courses counting toward a certificate may be applied to a major and/or a minor, or vice versa. Certificate requirements can be fulfilled by a combination of mandatory courses (certificate's core) and electives. Both core and elective courses must match the focus area of the certificate.

At least 70% of certificate's credit hour requirements must be fulfilled by certificate's core. Typically, certificates with fewer than 18 credit hours may have at most one mandatory course that is also mandatory for another certificate. Certificates with 18 or more credit hours may have at most two such courses. Deviations from these requirements may be considered in light of best practices and credentialing guidelines.

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Degree Type (drop down)
5. Name of Certificate
6. Certificate Abbreviation
7. Prospective Curriculum
8. Program Expected Outcomes
9. Proposed CIP Code
10. Semester Credit Hours Required for the Certificate
11. Semester Credit Hours (radio-button)
12. Number of new courses being developed for this credential
  - a. 12a. Percent of total SCH in the credential that will be new courses (radio-button)
  - b. 12b. Modality in which the credential will be offered (choose all that apply)
13. Proposed implementation date
14. Institutional and Departmental Contacts  
Name, Title, Email, Phone  
Second Contact:  
Name, Title, Email, Phone

**Required Attachments:**

Complete Set of required documents in MS Word format (see program website step 2)

Course Descriptions and Prescribed Sequence of Courses

## **UHD Curriculum Form 3.7: Change Graduate Certificate**

### **Existing Graduate Certificate Proposal**

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.) for processes such as certificate name changes

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Credential Type (drop down)
5. Name of Credential
6. Is this a review or change to the Program Learning Outcomes ONLY? (if yes, this will stop at Deans approval)
7. Description of requested change

Please provide as much information as possible for justification for why the change is needed and appropriate. For example, is it based on assessment, changes in the field, student success issues, faculty experiences, etc.?

8. Justification for requested change
9. Explain how any major, minor, or certificate programs would be affected by this change.
10. Certificate Program Outcomes
11. Effective Term of Change

### **Required Attachments:**

Tracked changes version of the catalog. [This must be a cut-and-pasted version of the current catalog language.]

If you are changing the certificate program outcomes, you must attach an updated LO map for all the courses in the program.

### **UHD Curriculum Form 3.9: Delete Graduate Certificate**

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.). In particular, deletion of credentials such as degrees or certificates will require a formal notification process to THECB and SACSCOC as well as a teach-out plan. Please consult with the AVP Programming and Curriculum prior to submitting this form to ensure that you have all the needed information.

Additional considerations for program or certificate deletion:

If there are courses that serve only this credential, you may need to consider course deletion processes but that should wait until your program deletion is approved and you have worked with the AVP Programming and Curriculum to confirm any required teach-out timeline.

If this deletion is approved, you will be required to develop plans to communicate with students and other entities per discussion with the AVPPC and may need to provide information for external reporting.

#### **Delete Graduate Certificate**

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Title
5. Type of Degree (drop down)
6. Catalog Description
7. Prospective Curriculum
8. Term when admission to program stops
9. Justification for deleting program
10. List closely related approved programs
11. How are other departments affected? (drop down)
12. Other affected departments
13. Explain how any major, minor, or certification programs would be affected by this change.

#### **Required attachments:**

Please attach list of all students (active and inactive) who have applied for this certificate but not completed it.

Please attach a proposed teach-out plan that would allow students to complete the credential

## **UHD Curriculum Form 4.1: New Undergraduate Minor**

Please note that effective dates may be affected by catalog update cycles or approvals/review by external bodies (SACSOC, THECB, etc.).

Minors are described in PS 3.A.35 as "A coherent group of courses in an academic discipline or cross-disciplinary field demonstrating a secondary interest or competence of a student seeking a bachelor's degree."

The policy also clarifies in section 3.2 that "Minors typically require some lower division and some upper-division courses and total between 15 and 18 hours. Student may use a combination of required or elective courses in their major to achieve a minor. Courses counting toward a major may be applied toward a minor, and vice versa, unless specifically prohibited in the program description. Students may not earn a minor that bears the same name as their major."

### **New Undergraduate Minor**

1. Program Type
2. Fall semester in which you would like to become effective
3. College/Department (drop down)
4. Minor Name
5. Number of hours required for the minor
6. Description of new minor (that could be used in catalog)
7. Justification for new minor
8. Explain how any major, minor, or certification programs would be affected by this new minor
9. Explain how the new minor would affect or interact with the General Education program (e.g. common core)
10. Outcomes if considered "stand-alone" (minors for which there is no corresponding major)

### **Required attachments:**

Proposed "degree plan" for the minor – a document that identifies required courses and elective courses and requirements for completion of the minor

Outcomes map of courses to proposed outcomes for the minor if stand-alone as well as an assessment plan that meets UHD Assessment policy requirements (PS.3.A.31).

## UHD Curriculum Form 4.2: Change Undergraduate Minor

### Existing Undergraduate Minor Proposal

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.).

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Name of Minor (drop down)
5. Description of requested change

Please provide as much information as possible for why the change is needed and appropriate. For example, is it based on assessment, changes in the field, student success issues, faculty experiences, etc.?

6. Justification for requested change
7. Explain how any major, minor, or certificate programs would be affected by this change.
8. Outcomes (stand-alone minors have their own outcomes—please include them here or say N/A)
9. Effective Term of Change

### Required Attachment:

Tracked changes version of the catalog language for the current minor [This must be a cut-and-pasted version of the current catalog language.]

## **UHD Curriculum Form 4.4: Delete Undergraduate Minor**

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.).

Additional considerations for deletion of a minor:

If there are courses that serve only this degree, you may need to consider course deletion processes but that should wait until your program deletion is approved and you have worked with the AVP Programming and Curriculum to confirm any required teach-out timeline.

If this deletion is approved, you will be required to develop plans to communicate with students and other entities per discussion with the AVPPC.

### **Delete Undergraduate Minor**

1. Program Type
2. Institution (drop down)
3. Department (drop down)
4. Title of Minor
5. Type of Degree (drop down)
6. Catalog Description
7. Justification for Deleting Minor
8. Term when admission to minor stops
9. Term when last classes for this minor will be offered
10. How might other departments affected?
11. Other affected departments (drop down)
12. Explain how any major, minor, or certification programs would be affected by this change.

### **Required attachments:**

Spreadsheet showing minors currently enrolled and estimated date of graduation assuming timely progress. Also must list students who are identified majors but have stopped out.

Draft schedule to teach out the program courses and/or description of how these students could be transitioned to other programs without loss of progress or additional cost.