Type of Change

Usage

Specify whether the program change is minor or substantial.

Substantial Change

- Change of program name or title
- Change to 50% or more of content
- Change to 50% or more of core

If not substantial, the change is minor.

Program Title

Definition

Provide a title for the new program.

Usage

Appears on student transcript.

Academic Plan

Definition

Unique code for each individual program, will be provided by the Office of the University Registrar.

Usage

Provided.

Authors - Proposed Creators

Definition

Full-time Faculty member(s), as defined by the unit, proposing the change.

Usage

At least one full-time faculty.
All authors listed are notified when workflow is completed.
To check the status of a proposal in process: https://bulletin-working.uakron.edu/courseadmin/
Effective Catalog Year

Definition
Desired year of first entering class.

Usage
Chose from list. Choice does not guarantee program will be approved by the desired year.

Example
Academic Year 2020-2021.

Primary College

Definition
College where program should be housed.

Usage
Only make programs for your own college(s).

Example
College of Polymer Science and Polymer Engineering

Primary Department

Definition
Department where program should be housed.

Usage
Only make program for your own department(s).
Choose primary department from which this program originates.

Example
Polymer Science
Is this program Interdisciplinary?

Definition
Collaboration between more than one academic unit.

Usage
Choose yes or no.

Example
Biomimicry Certificate

Interdisciplinary Department

Usage
Select the department(s) with which you are working.

Is Proposal related to another program proposal?

Definition
Use for a joint degree.

Usage
Choose yes or no.

Example
Combination Bachelor’s and Master’s degree.

Related Program

Definition
Identify the already existing related program proposal.

Usage
If this is a new program, the target program must already be saved before specifying the relation here.
If two proposals are related, both must go through all university approval steps before they are updated in the bulletin.

Is the current proposal dependent on a related course proposal?

Usage
Choose yes or no. Choose yes if there are new courses being proposed for this program.
Related Courses

Usage
First, enter new courses into CIM.
Second, then complete the current program proposal. The new courses will then be available in the Related Courses list.

Why is this change or addition to the University curriculum being proposed? Provide a concise description:

Usage
Please include a statement of justifications for the new program.

Example
There is a growing demand for professionals in the field of cybersecurity. Cybersecurity experts are needed in the private and public sectors for the detection and prevention of cyber-attacks and cyber-crime incidents.

The cybersecurity professional needs to have an in-depth understanding of network topology, network security, mathematical cryptology, intrusion detection, infrastructure protection, ethical hacking/penetration testing and the detection and prevention cyber-attacks.

This program is designed to cover all of the above topics thoroughly. Students who complete the program will be well-prepared for a wide variety of careers in cybersecurity.

What are the benefits to the student:

Definition
Plainly state the education or job market opportunities the new program will offer a student.

Delivery Sites

Usage
Choose from the list.
BULLETIN INFO

Bulletin Description

Usage
Please enter a description. For a program, focus on the program description. Avoid language that reads as an advertisement, job placement, or an endorsement from the accrediting body.

Example
Allied Health Care Administration managers work closely with clinical and administrative staff as they process, analyze and report information vital to the delivery of health care. Through our program, you will gain knowledge and experience in both the clinical and business sides of health care.

The Bachelor of Allied Health Care Administration degree allows new students and those holding an Associate of Applied Science degree to earn a bachelor’s degree, often a requirement to move into supervisory or management roles.

This degree can also put you on a path toward master's and doctoral-level work in many health-care related professions.

What are the program-specific admissions requirements:

Usage
List the requirements.

Program Type

Usage
Choose from list.
Show the course listing, by groups, as it will appear in the bulletin:

### Psychology Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3750:100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>3750:105</td>
<td>Professional &amp; Career Issues in Psychology</td>
<td>1</td>
</tr>
<tr>
<td>3750:110</td>
<td>Quantitative Methods in Psychology 1</td>
<td>4</td>
</tr>
<tr>
<td>3750:220</td>
<td>Introduction to Experimental Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

Select 16 credits of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3750:230</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>3750:320</td>
<td>Biopsychology</td>
</tr>
<tr>
<td>3750:335</td>
<td>Dynamics of Personality</td>
</tr>
<tr>
<td>3750:340</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>3750:345</td>
<td>Cognitive Processes</td>
</tr>
<tr>
<td>3750:410</td>
<td>Psychological Tests &amp; Measurements</td>
</tr>
</tbody>
</table>

Total Hours: 28

---

The Psychology Department recommends that a student take a statistics course to satisfy their general education math requirement. It is strongly recommended that a student complete statistics prior to 3750:110 Quantitative Methods in Psychology.

### Psychology Electives

Complete 12 credits: 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3750:xxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3750:425</td>
<td>Psychology of Hate</td>
<td></td>
</tr>
<tr>
<td>3750:435</td>
<td>Cross-Cultural Psychology</td>
<td></td>
</tr>
<tr>
<td>3750:441</td>
<td>Clinical &amp; Counseling Psychology I</td>
<td></td>
</tr>
<tr>
<td>3750:474</td>
<td>Psychology of Women</td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 12

---

1 No more than four credits may be fulfilled with 3750:487 Field Experience in Psychology or 3750:497 Independent Reading/Research in Psychology.
If applicable, please provide a sample plan of study

<table>
<thead>
<tr>
<th>3rd Year</th>
<th></th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020:222</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>2020:256</td>
<td>Technical Calculus II</td>
<td>3</td>
</tr>
<tr>
<td>2580:220</td>
<td>Computer Programming Elective ¹</td>
<td>2</td>
</tr>
<tr>
<td>2580:256</td>
<td>Electronic Engineering Technology Electives ⁴</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Hours</td>
<td>14</td>
</tr>
</tbody>
</table>

|                  |          |       |
| **SPRING SEMESTER** |          |       |
| 2020:345          | Technical Data Analysis ² | 2     |
| 2670:301          | Computer Control of Automated Systems (Sch. Lab) or Introduction to Industrial Machine Control | 3     |
| 2660:252          | Microcontrollers (Sch. Lab) ³ | 4     |
| 2660:254          | Advanced Circuits Applications | 3     |
| 3400:210          | Humanities in the Western Tradition I | 4     |
|                  | Hours    | 16    |

<table>
<thead>
<tr>
<th>4th Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2660:453</td>
<td>Control Systems (Sch. Lab) ²</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Arts Requirement</td>
<td></td>
</tr>
<tr>
<td>2660:453</td>
<td>Complex Systems Tag Requirement</td>
<td>3</td>
</tr>
<tr>
<td>2660:453</td>
<td>Electronic Engineering Technology Electives ⁴</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>7100:218</td>
<td>Visual Arts Awareness</td>
<td></td>
</tr>
<tr>
<td>7200:201</td>
<td>Exploring Music: Bach to Rock</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arts Requirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours</td>
<td>16</td>
</tr>
</tbody>
</table>

|                  |          |       |
| **SPRING SEMESTER** |          |       |
| 2660:455          | Senior Project ³ | 2     |
|                  | Technical Electives ⁵ | 3     |
| 2660:455          | Electronic Engineering Technology Electives ⁴ | 6     |
| Select one of the following: |          | 3     |
| 2390:252          | Shakespeare & His World         |       |
| 2390:201          | Introduction to Philosophy      |       |
|                  | Arts or humanities Requirement |       |
|                  | Hours    | 16    |
Minimum Required Credits

Usage
Enter the minimum number of credits a student will need to complete the program.

Please justify the number of credit hours (or the change in credit hours):

Usage
If you require more than the University required minimum credits, explain why.

In addition to course requirements, describe track or certification requirements: (e.g. examinations, internships, final projects, thesis, dissertation, exit criteria, etc):

Usage
Enter the details for the program. It is possible additional requirements are not needed.

In addition to course requirements, describe other degree program requirements:

Usage
Enter the details for the program.
It is possible other requirements are not needed.

Describe in general the educational goals and objectives:

Usage
List the goals and objectives of your program.

Explain how the program will help achieve the goals / objectives of the University in terms of its role and mission:

Usage
Enter your response here.
Identify any unique resources that make it particularly appropriate for the University to offer the proposed program:

Usage
What resources does The University of Akron already have that makes the program particularly well suited to us?

Describe career opportunities and/or opportunities for graduate / professional study available for a person who completes the program:

Usage
What's the next step for a student after completing this degree program?

What are the benefits to the University:

Example
Expected increase in enrollment, prestige, increased research opportunities.

What are the benefits to the University System of Ohio and/or the Region:

Example
Expected increase in enrollment, prestige, increased research opportunities.

Are there similar programs offered?

If yes, where:

Usage
Choose at least one: Nationally, Ohio Institutions (public or private), or The University of Akron

List institutions and explain how these programs compare to the one being proposed.

Usage
Enter your details here.
Will this be a joint program with another institution?

**Definition**

A joint program is: A program available to students from one or more other higher education institutions. The course work can be shared between/among the institutions.

**Usage**

Choose yes or no.

If yes, please describe how this joint program will be delivered:

**Usage**

Detail if coursework will be completed at another campus, online, etc.

Specify any articulation agreements (direct transfer opportunities) with other institutions that will be in effect for this program:

**Usage**

List articulation agreements here.

Indicate whether this proposal was developed to align with the standards of a specialized or programmatic accreditation agency?

**Usage**

Choose yes or no.

If yes, indicate the institution's plans to pursue programmatic or specialization accreditation for the proposed program. Provide details including a timeline for achieving such accreditation:

**Usage**

Enter your details and timeline here.

Has this program or a similar program been submitted for approval previously?

**Usage**

Choose yes or no.
If yes, please explain why it was not approved or withdrawn.

Usage
Enter your explanation here.

**ORG STRUCTURE**

Describe the organizational structure of the proposed program. In your response, indicate the unit that the program will be housed within and how that unit fits within the context of the overall institutional organizational structure:

Example

The Bachelor of Allied Health Administration program is Housed within The School of Allied Health, in the College of Health Professions.

Describe the reporting hierarchy of the administration, faculty, and staff for the proposed program:

Usage
Enter the reporting hierarchy for your respective department/school and college.

Describe the title of the lead administrator for the proposed program and a brief description of the individual's duties and responsibilities:

Usage
Enter the titles and descriptions of the duties and responsibilities.

Describe any council, committees, or other organizations that support the development and maintenance of the proposed program. Describe the individuals (by position) that comprise
these entities, the terms of their appointment, and the frequency of their meetings:

Usage
External or internal entities that provide guidance and advisement for select programs.

Example
Advisory councils, industry collaborators.

STUDENT ENROLLMENT

Estimate the number of students to be in this program each year:

Usage
Enter the number of students.

Full time

Usage
Enter the number of students.

Part time

Usage
Enter the number of students.

How many of these FTE's are expected to be students transferring from other programs?

Usage
Enter the number of FTEs expected to be from UA program transfers.

Full time

Usage
Enter the number of FTEs expected.

Part time

Usage
Enter the number of FTEs expected.
FACULTY

Will the college / department need to identify additional faculty to offer the proposed program?

Usage
Choose yes or no.

If Yes, describe the timeline for identifying such individuals.

Usage
Please be specific as to number and type of faculty needed for each year in your projection.

Example
NTT, TT, CP, PT.

Provide the number of existing faculty available to teach (within your department or college) the proposed program:

Full time
Usage
Enter the number of FTEs expected.

Part time
Usage
Enter the number of FTEs expected.

Provide the estimated number of faculty that will be needed to teach the proposed program:

Full time
Usage
Enter the number of FTEs expected.

Part time
Usage
Enter the number of FTEs expected.
Information

Attach Faculty Matrix

Example

See sample link on form.

Uploaded Files:

Usage

Lists the files already uploaded.

Example

See the above ‘Information’ link.

Files To Be Uploaded:

Usage

Lists the files pending upload.

Comments

Usage

Free form text field. No HTML.
Text area can be expanded using the grip in lower right corner.

Please attach the Activities Matrix

Uploaded Files:

Usage

Lists the files already uploaded.
See sample link on form.

Files To Be Uploaded:

Usage

Lists the files pending upload.
SUPPORT SERVICES

Describe existing administrative services (e.g. admissions, financial aid, registrar, etc) in place to support the proposed request:

Usage
Enter your description.

Describe additional administrative services (e.g. admissions, financial aid, registrar) needed as a result of the proposed request and provide a timeline for acquiring/implementing such services:

Usage
Enter your description.

Describe existing student services (e.g. career services, counseling, testing) in place to support the proposed request:

Usage
Enter your description.

Describe additional student services needed specifically for the proposed request and provide a timeline for acquiring and implementing such services:

Usage
Enter your description.

ASSESSMENT

What measures will be used to assess the program?

Example
Graduation rates
Example
    Surveys, exit interviews, etc.

What is the plan to ensure recruitment, retention, and graduation of underrepresented groups?

Usage
    Enter your response in the provided text area.

**MODE OF DELIVERY**

Mode of Delivery

Usage
    Check all that apply: Online, Traditional, Hybrid.

Cancel

Definition
    Close form, abandon unsaved changes.

Save Changes

Definition
    Saves work in progress, does not submit into workflow

Usage
    For not ready to submit proposals, works in progress.
Start Workflow

Definition
Submit current form into workflow.

Usage
Begins the review process and moves the program to the next group in the workflow. The next group in the workflow is sent an email advising the program is ready for their review.