University of Nebraska-Lincoln

Preparation Programs – Create, Modify or Delete

# I. Descriptive Information

|  |
| --- |
| **Name of College Proposing Preparation Program Action** |
|  |
| **Name of Preparation Program (Current and/or Proposed)** |
|  |
| **Preparation Program Action Requested** |
| \_\_\_Create \_\_\_Modify \_\_\_Delete |
| **CIP Code** *[IEA can help with CIP codes or browse here:* [*http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55*](http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55)*]* |
|  |
| **Primary Administrative Unit for the Preparation Program** |
|  |
| **All Units Participating in the Preparation Program** |
|  |
| **Current and/or Proposed Delivery Site** |
|  |
| **Preparation Program will be offered** *[Full program, not individual courses]* |
| \_\_\_On-campus only \_\_\_Distance only \_\_\_Both (on-campus and distance) |
| **Proposed Date for proposed action to be Initiated** |
| *[term/year]* |

**!** When proposing a new preparation program or substantially modifying a current program, include **Section II: Details** in your proposal. See below for minor modifications and deletion proposal sections.

# II. Details

1. **Purpose of the Proposed Preparation Program:**
2. **Description of the Proposed Preparation Program**

*[Include the following:*

*The primary student learning outcomes of the proposed preparation program.*

*The credit hour and course requirements, program of study, research and other academic requirements for students enrolled in the preparation program.*

|  |  |
| --- | --- |
| *List specific required or elective courses in the preparation program.*  *Add lines as necessary.* | |
| Course Number | # Credit Hours |
|  |  |
|  |  |
| **Total** |  |

*Identify any unit or home college restrictions for who is eligible to pursue the preparation program (all students, only students pursuing degree programs within the college, only students within a particular major, etc.).*

*Identify any grade point average, course grade requirements, transfer limitations and pass/no pass options for courses to meet preparation program requirements.*

*Identify the primary contact (person and/or office) who can answer questions about the preparation program (regarding requirements, substitutions, scheduling of courses, etc.).]*

1. **Impact on Other Programs/Units**

*[What interactions will take place with other departments, units, and programs on all campuses? What participation will be required in terms of faculty from other programs? What steps have been taken to insure that the proposed preparation program does not overlap with existing programs? Please include documentation as needed.]*

1. **Adequacy of Resources**

*[What resources are necessary to make this preparation program viable? Are these resources available and, if not, how will they be obtained?]*

**!** When proposing any modification of an existing preparation program, include **Section III: Modification Details** in your proposal

# III. Modification Details

1. **Description of the Proposed Modification:**

*[Include the plan for implementation]*

1. **Justification of the Proposed Modification:**

**!** When deleting an existing preparation program, include **Section IV: Deletion Details** in your proposal

# IV. Deletion Details

1. **Justification for the Deletion of the Preparation Program:**
2. **Plan for the Deletion of the Preparation Program:**
3. Proposed End Date *[This end date will allow current students to finish the program]*
4. Current Students [*Number of students currently in the program. Please address if these students be allowed to finish the program and if so, what is the plan for advising?]*
5. Current Faculty and Curriculum *[Address what faculty and curriculum changes will be made if this program is deleted]*
6. Impact on other units and programs
7. Budgetary Savings associated with the change

**!**

Submit proposal to the Office of the Executive Vice Chancellor:

* Memo from dean or VCIANR to EVC documenting college and department level approvals with original signatures, electronically
* Proposal form as a Word document, electronically
* Supporting documentation as a PDF, electronically
* All documents listed above, hard copies