

# 2024-2025 #19 Undergraduate Elevation of Concentration Form Program




## General Catalog Information

Select *Program* below as the Type of Program before importing curriculum data.

### Type of Program:\*

- Program
- Shared Core

## **\*\*Read before you begin\*\***

1. TURN ON help text before starting this proposal by clicking  in the top right corner of the heading.
2. IMPORT curriculum data from the Catalog by clicking  in the top left corner.
3. FILL IN all fields required marked with an \* after importing data. You will not be able to launch the proposal without completing required fields.
4. LAUNCH proposal by clicking  in the top left corner. DO NOT make proposed changes before launching proposal.

### Department:\*

### Current Major Title:\*

**Current Concentration Name (if doesn't exist, put N/A):\***

**Proposed Major Title (May be the same):\***

**Proposed Concentration Name (May be the same):\***

**Program Type for Modification:\***

**Degree Designation:\***

Visit [NCES](#) for assistance determining CIP Code.

**CIP Code:\***

**Proposed Implementation or Termination Date:**

Please see the [Implementation Timeline](#) to assist you in determining the earliest implantation date available for your proposal.

**Semester\***

**Year\***

**Description of Modification:\***

New Field

**Anticipated Delivery Site\***

- Clarksville Campus
- Fort Campbell
- Both

**Delivery Method\***

- Traditional (face-to-face)
- Online
- Hybrid (a combination of course delivery methods)
- Traditional (face-to-face) and online

**Academic Program Liaison (APL):**

Tucker Brown, PhD  
Senior Vice Provost and Associate Vice President for Academic Affairs  
SACSCOC Accreditation Liaison  
931-221-7676  
brownt@apsu.edu

**Background for Proposed Academic Program Modification (State the rationale):\***

(What is the justification for making this proposal at this time?) Submit letter of documentation from accrediting body if program modification request is based on recommendation from accrediting agency.

**Need for the Program: \***

**Impact:**

Describe potential impact on other concentrations within the current program and other similar programs at APSU.

Describe how this change will impact current students and how they will be notified of the change.

**Potential Impact of Modification on Current Program:\***

**Describe the anticipated impact for students, personnel, fiscal resources, and other clientele.\***

*If converting a concentration to a stand-alone major/degree program, describe the impact on other concentrations within the current program and other similar programs within the institution.*

**Existing Programs offered at public and private Tennessee institutions. List all programs with same CIP code definition at the same degree level currently offered in Tennessee.\***

**Program Student Learning Outcomes**

Required for elevating a concentration to a stand-alone degree program to describe what students should know, think or be able to do at conclusion of the program.

**Program Student Learning Outcomes:\***

**Assessment**

Provide a plan for assessing student learning outcomes while the students are enrolled in the program and after they have completed the program.

**Assessment:**

**Plans for Accreditation:**

Identify the source and projected date of Professional accreditation if applicable; SACSCOC notification, if required, and if a substantive change, the scope of the substantive change. If there are no plans to seek specialized accreditation, please provide reasoning.

**Plans for Accreditation:\***

[Follow these steps to add the appropriate curriculum or to propose changes to the program curriculum:](#)

**Step 1**

If you are removing courses, proceed to Step 2.

☰ There are two options to add courses for proposed changes: "Add Course" and "Import Course." For courses that already are in the catalog, click on "Import Course" and find the courses needed. For new classes that are in the Curriculum Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

## Step 2

Click on ☰ "View Curriculum Schema." Click on the area/header of the program where you would like to add/remove courses. When you click on "Add Courses" it will bring up the list of courses available from Step 1. Select the courses you wish to add. For removing courses click on the ✕ and proceed.

## Step 3

Attach the [Undergraduate new program or side-by-side](#).

Attach the [undergraduate sample plan](#).

Attach a [new program sheet](#) comparison of curriculum.

**Program Description:\***

**Curriculum:\***

**New Courses Needed: \***

**Curriculum crosswalk of proposed curriculum to accreditation competencies, if utilizing an excel table, the document may be attached (if applicable):\***

**Distance Learning**

Indicate whether program will be offered via distance learning and which courses are available online.

**Distance Learning:\***

**Current and proposed admission, retention and graduation policies:\***

**Current Faculty**

If converting concentration to new major or certificate program please list the name, rank, highest degree, primary department, FTE in program, number of theses/dissertations for all current faculty.

**Current Faculty:\***


**Potential Faculty\***

**Student Resources\***

**Finance (complete the THEC Financial Projection Form): \***

**Description of Costs:\***

Attach enrollment and degrees awarded by concentration for last 3 years and 3 year Fall average for each concentration in program and overall total in major (if proposing a new concentration).

**Please attach any required files by navigating to the Proposal Toolbox and clicking  in the top right corner.**

**Are additional library resources needed to support the program?\***

Yes  No

**Does this proposal require Teacher Education Council Chair approval?\***

Yes  No

**Does this require SACSCOC approval?\***

Yes  No

**ATTACHMENT LIST**

**Acknowledge:\***

I have completed all relevant parts of the form.

**Attached:\***

I have attached a THEC Financial Projections Form (if required).



**Attached:\***

- I have attached the Graduate Degree Map (if applicable).

**Attached:\***

- I have attached the new program sheet.

**Attached:\***

- I have attached a table of the enrollment and degrees awarded by concentration (if applicable).

**Attached:\***

- I have attached letter from accrediting agency (if applicable).

**Attached:\***

- I have attached a course description for each new course (if applicable).