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[ ]  **Plan Change**

 **[ ]  Plan Deletion**

 **Fall 2020**

***All Plans with CAEP designation, or plans seeking CAEP designation, must include a CAEP Accreditation Memo of Approval from the NAU CAEP administrator prior to submission.***

|  |  |
| --- | --- |
| 1. College and Academic Unit: |  |
|  |  |
| 2. Academic Plan Name: |  |
|  |  |
| 3. Emphasis: |  |

**Section I**

4. Justification for plan changes ([*click for examples*](http://www4.nau.edu/avpaa/CCAC%20Forms/Plan_Change_Justification_Example.docx)):

Describe how the proposed changes are related to short and long-term goals of the Academic Unit. Ensure your description addresses at least one of the following:

* Improvements to the academic program (aligning curriculum to new or current learning outcomes, improving degree program progression, aligning learning experiences in pre-requisites),
* Requirements or recommendations set forth by the program’s Academic Program Review or Specialized Accreditation (addressing improvements based on input from external reviewers, industry trends, new or changing governmental regulations or external accreditation requirements),
* Academic unit goals identified in a unit’s Annual Curriculum & Assessment Reports,
* Evidence and assessment findings (assessments of student learning, needs assessments, student or employer surveys, comparisons to other programs in the field), and/or
* Other important aspects of the academic unit and student learning not identified above.D

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| --- | --- |
| 5. Current purpose statement. Cut and paste from the current on-line academic catalog: ([*http://catalog.nau.edu/Catalog/*](http://catalog.nau.edu/Catalog/)) | Show the proposed changes in this column (if applicable). **Bold** the changes, to differentiate from what is not changing, and change font to **~~Bold Red with strikethrough~~** for what is being deleted. ***(***[*Resources, Examples & Tools for Developing Program Purpose Statements*](https://nau.edu/Provost/OCLDAA/Degree-Program-Expectations-How-to-Guide/)). |

|  |  |
| --- | --- |
| 6. Current student learning outcomes of the plan. If structured as plan/emphasis, include for both core and emphasis. Cut and paste from the current on-line academic catalog: ([*http://catalog.nau.edu/Catalog/*](http://catalog.nau.edu/Catalog/)) | Show the proposed changes in this column (if applicable). **Bold** the changes, to differentiate from what is not changing, and change font to **~~Bold Red with strikethrough~~** for what is being deleted. *(*[*Resources, Examples & Tools for Developing Effective Program Student Learning Outcomes*](https://nau.edu/Provost/OCLDAA/Degree-Program-Expectations-How-to-Guide/)*).* |

**Question 7 for Degree Programs only; not minors or certificates.**

*7. For degree programs: Attach the proposed curriculum map (*[*example formats*](https://nau.edu/Provost/OCLDAA/Degree-Program-Expectations-How-to-Guide/))*. (Current Curriculum Map can be found here:* [*http://nau.edu/ocldaa/assessment-process/report-archives/*](http://nau.edu/ocldaa/assessment-process/report-archives/)*)*

*Use the* [*Curriculum Map Guidelines*](https://nau.edu/Provost/OCLDAA/Degree-Program-Expectations-How-to-Guide/) *to ensure you have addressed curriculum mapping aspects that will be reviewed by the College Curriculum and Assessment Committees (*[*Reviewer’s Forms*](https://nau.edu/Provost/Curriculum-and-Assessment/Curriculum-Proposal-Resources/Processes-and-Review-Forms/)*).*

|  |  |
| --- | --- |
| 8. Current catalog display in this column. Cut and paste from the current on-line academic catalog: ([*http://catalog.nau.edu/Catalog/*](http://catalog.nau.edu/Catalog/)) | Show the proposed changes in this column.  **Bold** the changes, to differentiate from what is not changing, and change font to **~~Bold Red with strikethrough~~** for what is being deleted |

9. Will there be a change to the campus(es) where the plan is offered? Yes [ ]      No [ ]

 If yes, check all campuses where the plan will be offered:

|  |  |  |  |
| --- | --- | --- | --- |
| Flagstaff [ ]  | Fully Online [ ] (Fully Online- all courses are offered online.) | Partially Online [ ] (Partially Online- some courses are offered online.) | Statewide [ ]  |

List the Statewide Campuses where the plan will be offered:

|  |  |  |  |
| --- | --- | --- | --- |
| **[ ]**  Yuma | **[ ]**  Central Arizona College | **[ ]**  Chandler-Gilbert C.C. | **[ ]**  Eastern Arizona College |
| **[ ]**  Estrella Mountain C.C.  | **[ ]**  Glendale C.C. | **[ ]**  Marine Corps Air Sta- Yuma. | **[ ]**  Mesa C.C. |
| **[ ]**  Mohave C.C. | **[ ]**  NAU-East Valley | **[ ]**  NAU-North Valley | **[ ]**  NAU-Yavapai |
| **[ ]**  Northland Pioneer College | **[ ]**  Paradise Valley C.C. | **[ ]**  Personalized Learning | **[ ]**  Phoenix Biomedical |
| **[ ]**  Phoenix College | **[ ]**  Pima C.C Community | **[ ]**  Pima C.C. Desert Vista  | **[ ]**  Pima C.C. Downtown |
| **[ ]**  Pima C.C. West | **[ ]**  Scottsdale C.C  | **[ ]**  South Mountain C.C. | **[ ]**  Yavapai College |

**Section II**

**Impacts to Other Academic Units or Programs**

10a. Projected impacts to enrollments and courses in other academic units or programs: What is the expected impact on enrollments and offerings within other academic units or programs?

10b. If other academic units or programs are impacted by this proposal, what discussions and actions have been taken for notification and/or resolution?

**Section III**

**Questions 11-14 for Undergraduate Plans only:**

11. A major is differentiated from another major by required course commonality: 18\* units of the required coursework to complete the major must be unique, (i.e. not common or not dual use as a required element in another major), to that major. Does this plan have 18\* units of unique required credit? Yes [ ]       No [ ]

\* If there are not 18 units unique, the program will need to justify why the major is not conforming to this requirement in one of two ways:

1. The distinctiveness of the degree program must be evident through a well-articulated (1) Degree Program Purpose, (2) Degree Program Learning Outcomes, and (3) explanation for why the specified curriculum requirements are necessary for students to achieve the Degree Program Student Learning Outcomes as illustrated in the program’s Curriculum Map/ Matrix and narrative describing the design of the degree program curriculum.
2. Degree programs can prohibit students from earning dual majors/dual degrees if the dual majors/dual degrees do not conform to this requirement.  A prohibiting policy must be documented in the academic catalog for both majors/degrees.

12. An emphasis is differentiated from another emphasis by required course commonality: 15 units of the required coursework to complete the emphasis must be unique, (i.e. not common or not dual use as a required element in another emphasis), to that emphasis. Do the emphases each have 15 units of unique required credit? Yes [ ]       No [ ]

13. An undergraduate certificate is differentiated from another certificate by required course

commonality: 12 units of the required coursework to complete the certificate must be unique (i.e. not common or not dual use as a required element in another certificate), to that certificate. Does this certificate have 12 units of unique required credit? Yes [ ]      No [ ]

14 A minor is differentiated from another minor by required course commonality: 12 units of the required coursework to complete the minor must be unique, (i.e. not common or not dual use as a required element in another minor), to that minor. Does this minor have 12 units of unique required credit? Yes [ ]       No [ ]

**Questions 15-18 for Graduate Plans only:**

15. Graduate degrees are differentiated from one another by required curriculum and course commonality: at least 12 units of required coursework to complete the degree must be unique (i.e. not common or for dual use as a required element in another degree).

Does this degree contain at least 12 unique units of required credit? Yes [ ]       No [ ]

16. Emphases within a Graduate degree are differentiated by required curriculum and course commonality: at least 9 units of required coursework to complete the emphasis must be unique (i.e. not common or not dual use as a required element in another emphasis).

Do emphases contain at least 9 unique units of required credit? Yes [ ]       No [ ]

17. If this is a non-thesis plan, does it require a minimum of 24 units of formal graded coursework?

 Yes [ ]       No [ ]

If no, explain why this proposal should be approved.

18. If this is a thesis plan, does it require a minimum of 18 units of formal graded coursework?

 Yes [ ]       No [ ]

If no, explain why this proposal should be approved.

|  |  |
| --- | --- |
|  |  |
| Reviewed by Curriculum Process Associate | Date |
|  |  |
| **Approvals**: |  |
|  |  |
| Department Chair/Unit Head (if appropriate) | Date |
|  |  |
|  |  |
|  |  |
| Dean of College | Date |