# Curriculum - Change - Major - v23.24
## Program with Import Required

## Catalog ⌃

### Contact person:*

[ ]

*Please type in the name, email, and phone of the primary point of contact for questions related to this proposal.*

### Department:*

[ ⏶ ⏷ ]

*This is the Departmental Owner of the Plan/Sub-Plan(s) included on this change request form.*

### Type of Program*

○ Program

○ Shared Core

*Always select "program"*

### Program/Plan Name:*

[ ]

*Format is: Title (Degree Code)*

### Term the Anticipated Change Goes Into Effect: *

[ ⏶ ⏷ ]

*This term may be changed administratively depending on the timeline for moving through the process. See Deadlines at https://www.k-state.edu/curriculog/deadlines/catalogdeadlines/index.html for assistance.*

### Program Level*

○ Undergraduate

○ Graduate

*Select "Undergraduate" or "Graduate". Select "Graduate" for accelerated BS/MS programs.*

## Degree Code:

Must choose from the approved list of KSIS Degree Type Codes: https://www.k-state.edu/registrar/systems/ksis/degreetypes_information/index.html If you believe your program is required to have a specific degree type code you must contact the University Registrar {registrar@ksu.edu} for assistance.

## Program Category*

☐ Plan

☐ Sub-Plan(s)

## Catalog Description*

Edit catalog description, as needed.

## Admissions Requirements

Any Changes to non-curricular program requirements please detail them in this field. This would include such things as overall GPA requirements, completion of a pre-major program, audition information, etc.

## Special Program Type:

## If Interdisciplinary, list Department/College Collaborators

Please list the College/Academic Departments involved in this Interdisciplinary Program and the % each department is responsible for supporting {must add up to 100%}. If not an even split, please identify which dept/org ID has the higher percent breakdown. {i.e., 33% - 33% - 34%} Example: Urban Food Systems GR Certificate Org ID: 15050 at 25% Org ID: 10090 at 25% Org ID: 15010 at 25% Org ID: 10010 at 25:

## Major {Plan} Campus: ADD

☐ Manhattan Campus-Based

☐ Manhattan Online

## Major {Plan} Campus: REMOVE

☐ Manhattan Campus-Based

☐ Manhattan Online

- ☐ Olathe Campus-Based
- ☐ Olathe Online
- ☐ Salina Campus-Based
- ☐ Salina Online

- ☐ Olathe Campus-Based
- ☐ Olathe Online
- ☐ Salina Campus-Based
- ☐ Salina Online

**Sub-plans** represent an approved group of courses creating a specialty within a major field of study. Per K-BOR these are known as a "concentration" which can be referred to as an option, emphasis, track, or concentration.  If you are adding or removing sub-plans to this curriculum, please list them below.

[KBOR Policy Manual: Chapter II, Section 7(a)(iii)](#)

## Sub-Plans

[                                                                ]

*For any new sub-plans being added please start with the word ADD: _____ and then the full name of the sub-plan. For any edits to an existing sub-plan start with the code and plan description/name indicating it is being edited.*

## Sub-Plan Type

[                                                          ▲▼]

*Sub-Plans are reflected on the K-State Transcript and typically end in the identified Sub-type {i.e., You choose the Sub-Type of Option then the transcript description will read: Quantitative Option or You choose Pre-Professional Program it will read on the transcript as Pre-Professional Program: Pre-Psychology}*

## Sub-Plan Campus Option: ADD

- ☐ Manhattan Campus-Based
- ☐ Manhattan Online
- ☐ Olathe Campus-Based
- ☐ Olathe Online
- ☐ Salina Campus-Based
- ☐ Salina Online

## Sub-Plan Campus Option: REMOVE

- ☐ Manhattan Campus-Based
- ☐ Manhattan Online
- ☐ Olathe Campus-Based
- ☐ Olathe Online
- ☐ Salina Campus-Based
- ☐ Salina Online

## Explain campus offerings and Sub-Plan Type if chose Other

[                                                                ]

*Explain campus offerings. Include any in-person requirements. If the percent of instructional content delivered by online/distance methods has changed, including both prior and current percentages.*

**Hint:** If an online option is being added, then complete the **Online Curriculum Template** and attach the document to this proposal

**Definition of Online Program:** Certificate or degree program in which 67% or more of the required courses are taken as distance-education courses.

**Definition of Distance-Education Course**: Courses in which at least 75% of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

**Online Program Percentage**

*For online programs, enter the percentage of required courses that are taken as distance education courses.*

## Curriculum (Program/Plan) Layout ⌃

**Total Hours Required**

**If new courses are proposed to support this curriculum, then list them here:**

*Proposals for new courses must be submitted separately*

## Update the program

- Use the "Curriculum Plan" functionality below
- Make sure ALL credit hours add up to the appropriate total

Undergraduate Programs

- If your bachelors program is already in the format needed for K-State Core, then make your changes using the "Curriculum Plan" functionality below
- If your program needs substantial updates to get in the K-State Core format, then use the form "Curriculum - Change - K-State Core"

Graduate Programs

- [BPG - Graduate Program Templates](#)
- [Guidebook for Graduate Council Proposal Submissions](#)

## Update Curriculum Plan

Step 1: **View Curriculum Courses** tab

- displays all courses currently available in the program
- import courses to add courses to the program
- delete courses to remove courses from the program
- see help for more information

Step 2: **View Curriculum Schema** tab

- displays requirements
- K-State Core requirements and course lists are automatically included in template: DO NOT MODIFY
- click on a requirement area to expand the entry area
- update requirement names, as needed
- update total credits for requirements, as needed
- add or delete courses from requirements, as needed
- see help for more information

Step 3: Curriculum Preview button

- displays the catalog view of the program
- to make edits go back to **View Curriculum Schema**
- make sure ALL credit hours add up to the appropriate total

- once a proposal is <u>launched</u>, click the RED PENCIL ICON to view mark-up reflecting changes in the curriculum

## Curriculum Plan*

[text area with scroll arrows]

## Attachments?*

☐ Additional support documentation
☐ If Interdisciplinary: MOU/Agreement

## Is a Transition Plan Required for this Change?

○ Yes ○ No

## If YES above, please describe your Transition Plan

[text field]

*Indicate the number of students currently enrolled and admitted to the program/plan. Will students be moved to a new option (i.e., Freshman/Sophomore standing will be moved to _____ and Juniors/Seniors will be allowed to finish out in the current structure, etc...)*

## Rationale and Impact ⌃

## What is changing? Choose all that apply*

☐ **The addition or deletion of specific components of a major, minor, or certificate

☐ **Change to the name of majors, minors, and certificates.

☐ **A change of 25% or more to the content of a major, minor, or certificate either in a single change or as the sum total of aggregate changes (Program content changes include changes to a program's curriculum (measured by clock or credit hours), learning objectives, competencies or required clinical experiences. This would include changes in the general education courses required for program completion and not merely the courses within the discipline, program or major).

☐ **Any addition or reduction of total credit hours to a major, minor, or certificate

- [ ] **The addition of a grade or G.P.A. requirement attached to a cluster of prerequisite courses (such as C- or 2.50 GPA or higher).
- [ ] **Request to add or remove details/instructions connected to an application or other process that students must complete before acceptance
- [ ] ##The change is contingent on other pending changes already submitted in the curriculum process.
- [ ] ##Other

**If you selected an item above with ##, then please specify.....**

[ ]

**Rationale: What is Changing?***

[ ]

*Enter Additional information here to describe the options chosen above*

**Rationale: Why is it changing?***

[ ]

**Rationale: Additional information (if necessary)**

[ ]

**WARNING:  Summarize impact on other units**

- Explain the effects this proposal will have on program requirements or enrollments.
- Does the addition or removal of any courses affect enrollment in another college?
- Failure to contact impacted units and include responses will result in delays.
- Include responses (or lack of response) in the box below or attach copies.
- If Expedited, include a statement that the proposal meets all requirements of an expedited change.  This statement should be the first sentence or paragraph in the impact statement.

**Impact Statement***

<br>

*(i.e. if this impacts another unit) – Statement should include the date when the head of a unit was contacted, and the response or lack of*

**BE AWARE of a *Substantive Change per HLC:***

https://www.hlcommission.org/Accreditation/substantive-change.html

*If you believe your adjustments to your curriculum will result in a substantive change please contact the Office of Institutional Research and Assessment {assessment@ksu.edu} to discuss this process.*

Be aware of the Catalog Deadlines for ensuring a program addition or change (Fall Catalog options) or New program Approvals (Spring catalog option) are finalized for publishing in the University Catalogs: https://www.k-state.edu/curriculog/deadlines/catalogdeadlines/index.html

**Need help?** See Deadlines

## Routing ⌃

**Does your department have a Department Curriculum Committee?***

○ Yes ○ No

**WARNING**: Determine KBOR approval routing for the following question(s):

1. **YES** = name change for a degree program/major
2. **NO** = adding new options/tracks to existing degree programs
3. **NO** = all other changes

**KBOR Approval Required?***

○Yes ○No

*IMPORTANT: select YES for all program/major name changes; and for names changes to minors where a current KBOR-approved degree program does not exist. Select NO for all other changes (includes name changes for minors where a current KBOR-approved degree program exists; name changes for certificates, and adding new options/tracks to existing majors/programs)*

## Approval Type (Standard or Expedited)    ⌃

**IMPORTANT:  Determine Approval Type**

1. Proposals follow the "Standard" approval process by default.
2. Changes with minimal impact outside of the academic unit may follow a shortened procedure if they meet all criteria described below.
3. **Review the impact report** and statement to be sure you are answering questions and routing correctly.
4. Incorrect decisions **WILL DELAY** your proposal.
5. If you are not sure select "Standard".
6. Carefully read the criteria below.

**Is the Proposal eligible for Expedited Review?**

☐ **The proposal does not add or discontinue a curriculum or sub-plan (option, track, specialization, etc)

☐ **The required total number of credit hours is not changing

☐ **The proposal does not add or delete courses that impacts enrollment of courses outside the college

☐ **There is no addition of course(s) outside the college which were not previously required

☐ **The degree name is not changing

☐ **The proposal is not a substantial re-write of a curriculum

*Click the box to checkmark each statement that is true. If ALL boxes are checked then this Proposal is eligible for Expedited Review.*

**College of Arts & Sciences or the College of Health and Human Sciences Proposals: Click "Yes" if the course enrollment in this curriculum change affects another department in your college.**

○Yes

*If yes, this step will add in the College Faculty Notification workflow step as required by the College Curriculum Committee.*

## Approval Type:*

[ ]

*Select "Standard" or "Expedited" process. Refer to the 6 Expedited Items above and If you are not sure, select the "Standard" process.*

## Expedited Justification:

[ ]

*If you chose the Expedited option above, please provide justification for why you believe this proposal meets the requirements. Especially if the 7 Expedited options were not ALL selected.*

**IMPORTANT:** Click **Validate and Launch Proposal**

**REMEMBER:** If you are updating a bachelor's program, you must also submit a separate form in Curriculog to update the **Academic Degree Map**

## Questions?

If you have any questions on any part of this form please contact your [Curriculog Team Member](#)

## Registrar Use Only ⌃

## Program Type

[ ]

## Degree Type

[ ]

## Status

[ ]

**Plan code**



**Sub-Plan(s)**



**Actual Effective Term**



**Acalog-Undergraduate**



**Acalog-Graduate**



**DARS**



**Implementation Notes**