

Appendix B – Program Form Field Definitions

Reminder: Submitters are strongly encouraged to discuss all new programs with their Dean (who will confer with the Provost's Office) prior to beginning or submitting a New Program Form in the curriculum workflow.

Program forms are divided into primary sections with informational fields in each section. **Jump to a definition:**

[Proposal Information](#)

Information related to who is requesting the change(s), change(s) being requested, and why.

- [Program Type](#)
- [Catalog](#)
- [College](#)
- [Department/School/Program](#)
- ["Submitted By"](#)
- [Term and Year](#)
- [Changes Requested and Rationale](#)

[Impact of Change](#)

Information related to possible negative and positive impacts of change(s).

- [Internal Impact Statement](#)
- [External Impact Statement](#)

[Professional Education Council Review](#)

Fields required if program will need PEC review.

[Program Requirements](#)

Detailed program description and requirements that publish in the catalog.

- [Program Title](#)
- [Program Description](#)
- [Program Requirements](#)
- [Program Notes](#)

[Basic Program Information](#)

Fields required for New Programs or if being updated for Revised Programs

- [Organization Code](#)
- [Department Code](#)
- [CIP Code](#)
- [Four Year Plan](#)
- [Statewide Articulation Agreement or 60/60 Transfer Guide](#)

[Program Admission Information](#)

Information required for changing admission standards (UG degrees) and/or creation of a new program, particularly graduate and Extended Campus programs.

[New Programs](#)

- Admission Standards beyond University Requirements
- Campus
- Site
- Admission Requirements
- Program Start Term
- What terms can applicants apply for?
- Admission Deadlines
- Coordinator
- Tuition Cost

[Revised Programs](#)

- Change to Admission Standards

PROPOSAL INFORMATION

PROPOSAL INFORMATION

Required information regarding the curriculum change being requested.

1) Program Type (Major, Minor, Licensure/Endorsement, Certificate)

Program Type

**Required*

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2) Catalog Type (Undergraduate or Graduate); College (Select from drop-down); Department/School/Program (Select from drop-down)

Catalog Type

**Required*

College

**Required*

Other Description

Department/School/Program

**Required*

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3) Submitted By (Must have faculty status)

Submitted By

**Required*

Must have faculty status

- a. Enter the name of the faculty member requesting the curriculum update. May be different than the person creating and submitting the form.

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4) Requested Term; Requested Year

Requested Term

**Required*

Requested Year

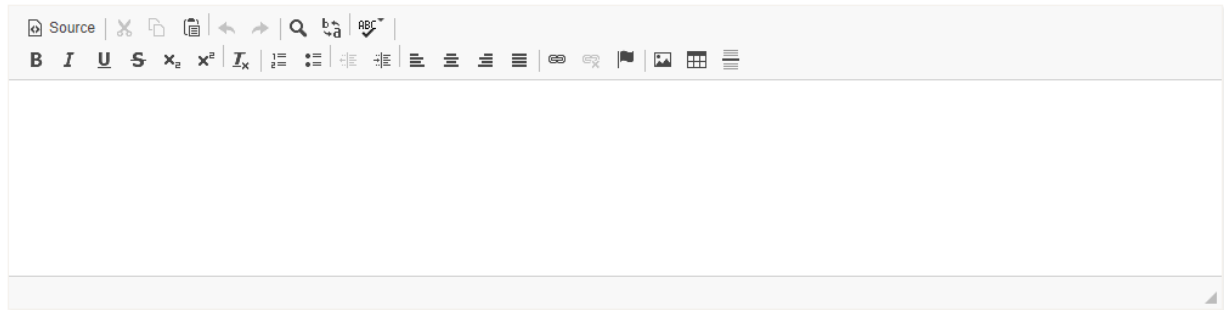
**Required*

- a. Term (Fall, Interim, Spring, Summer) and Year Requested
 - i. Course and Program revisions may only be made for the upcoming Fall term.
 - ii. New Course and New Programs may be submitted for upcoming Spring/Summer terms but must follow the Spring Supplemental Deadline.

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5) Changes Requested and Rationale

Change(s) Requested and Rationale **Required*

A rich text editor interface. The toolbar at the top includes icons for Source, Cut, Copy, Paste, Undo, Redo, Find, Spell Check, and a dropdown menu. Below the toolbar are icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Text Color (X), Background Color (X), Text Color (I), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Decrease Indent, Increase Indent, Link, Unlink, Flag, Image, Table, and a dropdown menu. The main text area is empty.

Please include an explanation of changes and the rationale for each change.

- a. Please include description of changes being made and the rationale for each change. This field is to provide curriculum reviewers and approvers with context for the update.

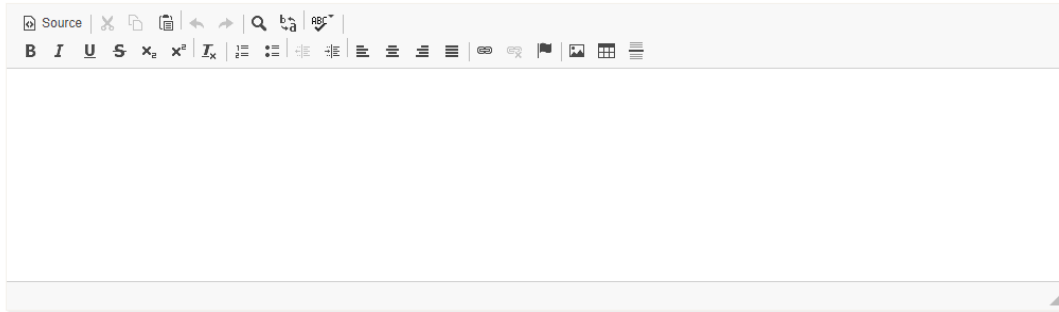
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IMPACT OF CHANGE

IMPACT OF CHANGE

6) Internal Impact Statement

Internal Impact Statement **Required*



Include concerns from both within and outside of the originating unit (academic, resources, equipment, supplies, etc.).

- a. Include impact both within and outside of the originating unit (academic, resources, equipment, supplies, etc.).

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7) External Impact Statement

- a. Does this course impact units outside of the home program/department/school? Examples of impact to other units may include (but are not limited to):
 - i. Adding or deleting another unit's course within your own program(s);
 - ii. Revising or deleting a course being used in another unit's program(s);
 - iii. Creating a course you want to propose for addition in another unit's program(s);
and
 - iv. Creating course(s) of highly similar subject matter to another area's course

External Impact

Does this course impact units outside of the home program/department/school?

- Yes
- No


Departments Impacted

Select any/all additional programs that should submit an impact statement.

Accounting and Computer Information Systems	<input type="checkbox"/>
Aerospace Studies	<input type="checkbox"/>
Africana Studies	<input type="checkbox"/>

Department Impact Statements

Impacted Unit Chair/Director: Please type/or upload your impact statement here.



Impact Statement Upload

Attach Files

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PROFESSIONAL EDUCATION COUNCIL REVIEW

8) PEC Review

- a) Selecting “Yes” to the question “Does this program require PEC review?” will open additional fields to provide information to PEC and will prompt the Curriculum Management System to include PEC and the CEBS Dean in the curriculum review workflow.
- b) Provide additional narrative and/or documents requested by PEC for their review. See the PEC website for curriculum guidelines and information <https://www.unco.edu/education-behavioral-sciences/for-faculty/professional-education-council/>

PROFESSIONAL EDUCATION COUNCIL REVIEW

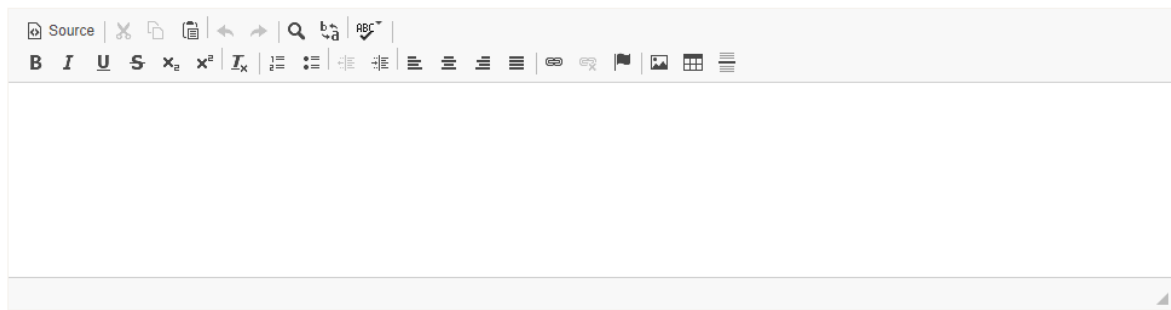
Does this program require PEC review?

Licensure programs only. See PEC website for more information.

- Yes
- No

PEC Additional Documentation

Do not forget to attach your program matrix. If your curriculum change constitutes a change in the program matrix, please highlight changes in the document.



A rich text editor interface with a toolbar at the top containing icons for source, undo, redo, search, and other editing functions. Below the toolbar is a large, empty text area for entering additional documentation.

Upload Documents

Attach Files

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PROGRAM REQUIREMENTS

PROGRAM REQUIREMENTS

Please format and include all elements that should appear in the catalog.

Please see the [Structuring a Program in Workflow help sheet](#) for additional detail on how to structure the catalog entry in the curriculum forms.

9) Program Title

Program Title

*Required

Program Title

School Psychology Ed.S. – Applied Behavior Analysis Emphasis

- a. Enter the full program title that will be published in the catalog. For a Revised Program, this will already be filled in – please note that in some cases changing a program title may require new program review.

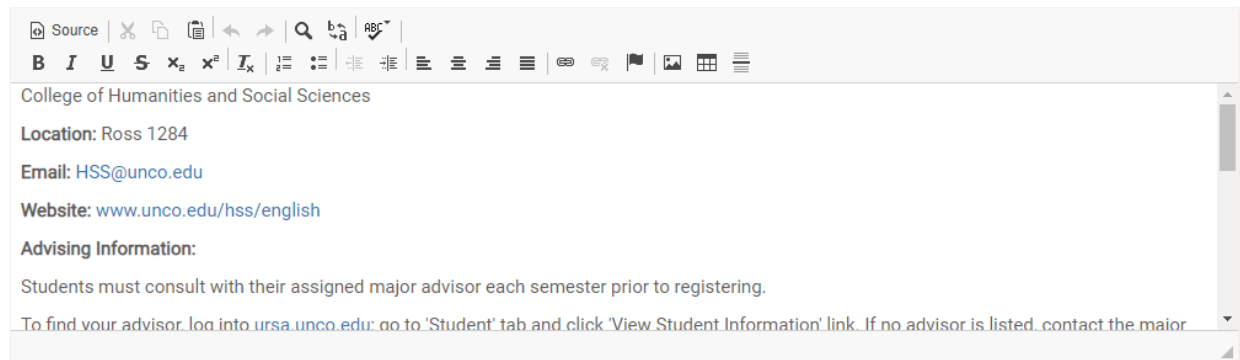
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10) Program Description

Program Title

English B.A. – Liberal Arts Emphasis

Program Description



The screenshot shows a rich text editor with a toolbar at the top containing icons for source, undo, redo, search, and text formatting. The text area contains the following content:

College of Humanities and Social Sciences
Location: Ross 1284
Email: HSS@unco.edu
Website: www.unco.edu/hss/english
Advising Information:
Students must consult with their assigned major advisor each semester prior to registering.
To find your advisor, log into ursa.unco.edu, go to 'Student' tab and click 'View Student Information' link. If no advisor is listed, contact the major

- a. Enter the description of the program and other narrative information for the catalog entry (such as contact information or admissions requirements). Some programs (such as bachelor's degrees) have standard information that should be included. Please see the current catalogs or contact the Office of the Registrar curriculum staff for guidance.

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11) Program Requirements

- a. Program requirements list headings, narrative, and courses required for the program and publish those in the catalog formatting, for example:

Required Major Credits — 15 credits

ENG 195	Introduction to the Discipline of English	3
ENG 295	Approaches to Literary and Cultural Analysis	3
ENG 301	Writing as a Job	3
ENG 345	Literary Theory and Criticism	3
	Choose one of the following courses:	
ENG 218	Introduction to Linguistics	3
	or	
ENG 219	Language and Society	3

- b. For revising a program, you can edit the section headings, add/remove sections, revise narrative text and notes, or add/remove courses listed as requirements in this section. For example, the above catalog entry looks like this in the form:

Program Requirement
(Secondary/Subheading) ▼ ▲ ⓧ
(i.e. '1. Liberal Arts Curriculum — 31 credits'; 'Take all of the following courses'; etc.)

▶ Requirement Narrative

Course List

ENG-195 Introduction to the Discipline of English - 3-	▼ ▲ ⓧ
ENG-295 Approaches to Literary and Cultural Analysis - 3-	▼ ▲ ⓧ
ENG-301 Writing as a Job - 3-	▼ ▲ ⓧ
ENG-345 Literary Theory and Criticism - 3-	▼ ▲ ⓧ
- Choose one of the following courses: - -	▼ ▲ ⓧ
ENG-218 Introduction to Linguistics - 3-	▼ ▲ ⓧ
- or - -	▼ ▲ ⓧ
ENG-219 Language and Society - 3-	▼ ▲ ⓧ

- c. For New Programs, begin by clicking the “+Add New Requirement (Primary)” button, and continue adding sections to the program with primary, secondary, and subheadings. Each

section can then have descriptive text and course(s) listed.

PROGRAM REQUIREMENTS

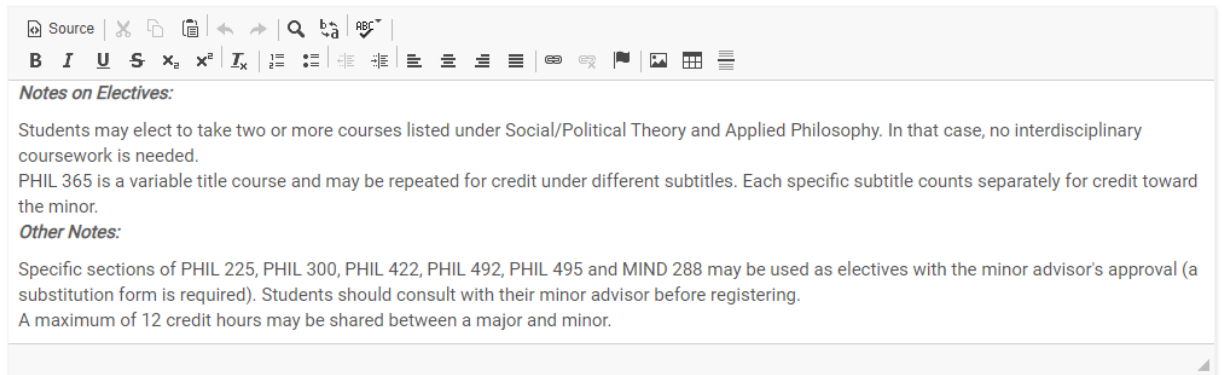
+ Add New Requirement (Primary)

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12) Program Notes

- a. The Program Notes field is an additional, final field to add notes into the catalog. This narrative text will publish at the bottom of the catalog entry underneath any requirements added.
- b. Example of notes in Revised Program Form:

Program Notes



The screenshot shows a rich text editor interface with a toolbar at the top containing icons for source, undo, redo, search, and other editing functions. Below the toolbar, the text reads:

Notes on Electives:
Students may elect to take two or more courses listed under Social/Political Theory and Applied Philosophy. In that case, no interdisciplinary coursework is needed.
PHIL 365 is a variable title course and may be repeated for credit under different subtitles. Each specific subtitle counts separately for credit toward the minor.

Other Notes:
Specific sections of PHIL 225, PHIL 300, PHIL 422, PHIL 492, PHIL 495 and MIND 288 may be used as electives with the minor advisor's approval (a substitution form is required). Students should consult with their minor advisor before registering.
A maximum of 12 credit hours may be shared between a major and minor.

- c. Example of notes in Catalog:

Notes on Electives:

- Students may elect to take two or more courses listed under Social/Political Theory and Applied Philosophy. In that case, no interdisciplinary coursework is needed.
- PHIL 365 is a variable title course and may be repeated for credit under different subtitles. Each specific subtitle counts separately for credit toward the minor.

Other Notes:

- Specific sections of PHIL 225, PHIL 300, PHIL 422, PHIL 492, PHIL 495 and MIND 288 may be used as electives with the minor advisor's approval (a substitution form is required). Students should consult with their minor advisor before registering.
- A maximum of 12 credit hours may be shared between a major and minor.

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BASIC PROGRAM INFORMATION

BASIC PROGRAM INFORMATION

13) Program Codes (Division, Department, CIP)

Organization Code *Required

Department Code *Required

CIP Code *Required

- a. Codes are only required for new programs or if changing a code on an existing program.
- b. To view program code information (e.g. department, org, division, taxonomy, etc.), view the Insight report **CRS057 CIP/Department/Taxonomy Codes for Curriculum Review**.
 - i. CIP Codes active at UNC are listed pages 1-28 (PDF) or tabs 1 and 2 (Excel).
 - ii. Department, Org, Division, and College codes/descriptions are pages 29-32 (PDF) or tabs 3 and 4 (Excel).
 - iii. Taxonomy Codes are listed on pages 33-36 (PDF) or tabs 5 and 6 (Excel).

c. Organization Code

- i. The organization code is the 5-digit number associated with the department.

Department Code	Department Description	Org Code	Division Code	Division Description	College Code	College Description
ACI1	Computer Info Systems	44610	D404	Dept of Acct & CIS	MB	Monfort College of Business
ACI2	Accounting	44620	D404	Dept of Acct & CIS	MB	Monfort College of Business

d. Department Code

- i. The department code is the 4-character (letter/number combination) identifying the department.

Department Code	Department Description	Org Code	Division Code	Division Description	College Code	College Description
ACI1	Computer Info Systems	44610	D404	Dept of Acct & CIS	MB	Monfort College of Business
ACI2	Accounting	44620	D404	Dept of Acct & CIS	MB	Monfort College of Business

e. CIP Code

- i. The CIP code is the 6-digit number associated with the discipline of the program and standardized by the National Center for Education Statistics. Please see <https://nces.ed.gov/ipeds/cipcode/default.aspx> for all current CIP codes.
- ii. CIP Codes should be determined by faculty and confirmed by Deans.

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14) Four Year Plan (undergraduate degrees only)

Four Year Plan
Required for bachelor degree programs

Attach Files

- a. A revised four year plan is required each year for all undergraduate degrees.
- b. Current four year plans are available at <https://www.unco.edu/registrar/graduation/fouryear-plans.aspx>. If you no longer have the

Word or PDF document to edit, you may contact the curriculum staff in the Office of the Registrar for a copy.

- c. Blank four year plan templates are available at <https://www.unco.edu/registrar/faculty-staff/curriculum.aspx> under “Academic Plan Templates” toward the bottom of the webpage.

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15) STAs and Transfer Guides (undergraduate degrees only)

- a. **Statewide Transfer Articulation Agreements** are formal agreements between the public two-year and four-year colleges and universities in the State of Colorado. These agreements indicate which courses from the two-year colleges will transfer to four-year colleges/universities as part of a particular bachelor’s degree program.
 - i. If a change to a degree will constitute a change in an STAA, an explanation of changes should be uploaded in the Revised Program form. If a new degree or emphasis should be added to an existing STAA or if an STAA is being requested, please indicate so on the form. Changes to STAAs will likely include further discussion with the Associate Vice President for Undergraduate Studies.
 - ii. Current STAAs are listed at <https://cdhe.colorado.gov/transfer-degrees>
- b. **Transfer Guides** should be established for every UNC bachelor’s degree and outline a general recommended course plan from a Colorado community college prior to transfer to UNC. These are typically 60/60 (60 credits at community college, 60 credits at UNC) but not exclusively.
 - i. If a change to a degree will constitute a change in transfer guide(s), upload updated guides. Alternatively, transfer guides may be [submitted directly to the Office of the Registrar](#).
 - ii. Current Transfer Guides are listed at <https://www.unco.edu/registrar/transfer/partnerships-transfer-guides/>. If you no longer have the Word or PDF document to edit, you may contact the curriculum staff in the Office of the Registrar for a copy.
 - iii. Blank Transfer Guide templates are available at <https://www.unco.edu/registrar/faculty-staff/curriculum.aspx> under “Academic Plan Templates” toward the bottom of the webpage.
- c. **New Program Form:**

Statewide Articulation Agreement or 60/60 Transfer Guide

Each undergraduate degree program will either have a Statewide Articulation Agreement or a 60/60 Transfer Guide. To learn more, see the [Office of the Registrar's website](#).

Attach Files

- d. **Revised Program Form:**

Does this revision constitute a change to a Statewide Articulation Agreement or 60/60 Transfer Guide?

Each undergraduate degree program will either have a Statewide Articulation Agreement or a 60/60 Transfer Guide. To learn more, see the Office of the Registrar's Website.

Yes

No

Attach rationale and impact statement

Attach Files

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PROGRAM ADMISSION INFORMATION

PROGRAM ADMISSION INFORMATION

16) Admission Information for **New Programs**

- a. When submitting a new program, indicate any specific admissions standards or information. This information is provided to the Office of Admissions to aid them in setting up the program in their application system. Not all fields are applicable to all program types.
- b. Specific Admission Standards beyond University Requirements

Specific Admission Standards beyond University Requirements
Required for undergraduate programs

Yes
No

Attach rationale and impact statement

Attach Files

- i. When creating a new undergraduate program, this is required.
 - 1. If Yes, include rationale and upload specific admission requirements for that program.
 - 2. If No, standard admission the the University will constitute admission to the major/minor, etc.
- c. Campus and Site
 - i. Indcate whether the new program will be offered as Main Campus, Extended Campus, or both.
 - ii. Include Site (Online, Loveland, Denver, etc.) for Extended Campus (if applicable).

Campus

(Main campus, Extended Campus, or both)

Site

(For Extended Campus programs)

- d. Upload Admission Requirements for program (graduate programs) – see above Admission Standards beyond university requirements for undergraduate programs.

Admission Requirements

Attach Files

- e. Graduate and/or Extended Campus programs:

Program Start Term	<input type="text"/>
What terms can applicants apply for?	<input type="text"/>
Admission Deadlines	<input type="text"/>
Coordinator	<input type="text"/>
Tuition Cost	<input type="text"/>
Total Program Credits	<input type="text"/>

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17) Admission Information for Revised Programs

Does this revision constitute a change in Admission Standards beyond University Requirements?

Required for undergraduate programs

Yes

No

Attach rationale and impact statement

Attach Files

- When making a revision to a program, if changing admission standards, please upload new details and rationale.

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