New Program/Certificate/Sub Plan and Revisions

STOP *Please schedule the following two meetings and complete the Program Approval Form before moving forward in this process – for new programs.*

☐ Schedule a meeting with the Director of Institutional Effectiveness Susan Riley to complete a needs analysis, including Gray's PES, if applicable.

☐ Schedule a meeting with the Associate Dean of Academic Affairs Mona Sedrak, if applicable.

☐ Following your meetings, complete the Program Approval Form, if applicable.

☐ Complete this packet

   ✓ **New Program/Certificate/Sub Plan**
- **Complete the full packet**
- **Attach updated curriculum**

   ✓ **Modifying Program/Certificate/Sub Plan**
- **Complete page 1 of the packet and briefly explain the revisions**
- **Complete only the sections that require modification**
- **Attach updated curriculum, if applicable**

☐ Compete required paperwork for the Provost's Office (New Programs or if modifying a delivery mode)

☐ Department Approval

☐ Curriculum Committee Approval

☐ Submit paperwork to the Academic Committee (AC)

☐ Attend Academic Committee (AC) meeting, if applicable

☐ HLC and ODHE approvals
- **If HLC approval is required, there will be no further action until HLC IAC formal approval is received.**

☐ CPP stack created

☐ Build major map in eCurriculum

☐ Build program description in eCurriculum

*See Full Workflow on next page

Full Workflow

Step 1: The faculty member initiates new program/certificate/sub plan/revision

Step 2: The faculty member begins Needs Assessment with the Accreditation Liaison Officer to ensure changes comply with university, ODHE, and HLC requirements (i.e., general education, number of credit hours, etc.)

Step 3: For new programs/certificates– Faculty member completes the New Program/Certificate paperwork, New Academic Program Submission Form, and an Endorsement form (in preparation for the Academic Committee (AC) meeting);
For new sub plans – Faculty member completes the New Program/Certificate paperwork and the New Academic Program Submission Form;
For revisions – Faculty member completes only the sections of the New Program/Certificate paperwork that need revision.

Step 4: The faculty member proposes to her/his department per department policy

Step 5: The academic department takes action; can be rejected, tabled or approved

Step 6: Department minutes and the completed Program Approval Form must be submitted with the agenda item(s) to the Curriculum Manager at least 30 business days prior to the scheduled meeting

Step 7: The agenda item(s) and supporting documentation will be sent electronically to the Curriculum Committee at least 14 business days before the scheduled meeting.

Step 8: The Curriculum Committee takes action; can be rejected, tabled or approved

Step 9: If approved, the Curriculum Manager will send the curriculum item(s) to Provost's Office for Academic Committee (AC) action, if required.

- College and Program Proposal – The templates will need completed and submitted to AC – program level only. New programs, modifications to delivery, and modifications of a program by more than 50 percent require ODHE approval. Certificates only require AC approval.
- If the program requires ODHE approval, this can take up to 60 days.
- If a certificate requires financial aid or HLC approval, this can take up to 1 year.
- The Curriculum Manager will copy the following on the email: Associate Dean for Academic Affairs, Department Chair, and faculty submitter

Step 10: The Academic Committee (AC) takes action; can be rejected, tabled or approved

Step 11: If approve, the Provost's Office submits request for permission to create a new program to the Ohio Department of Higher Education. ODHE takes action; can be rejected, tabled or approved – New Programs Only

Step 12: If approved, the CPP stack is created by UC; if new degree program, or significant change (i.e., in delivery mode), consult with Accreditation Liaison Officer to determine whether HLC approval is required
- If HLC approval is required, there will be no further action until HLC IAC formal approval is received.

Step 13: The faculty member with Program Director access in eCurriculum will create/modify the Major Map in eCurriculum
- The following eCurriculum approvals are required: Program Director, Unit Head, College Curriculum Committee, Dean's Office, Academic Committee, Provost, and University Program Administrator Reviews.

Step 14: Once item(s) have been fully approved in eCurriculum, the major map will be toggled on to display on the web

MBS 9/20/2018

Step 15: The Degree Audit encoder will receive communication from eCurriculum
- The degree audit will be encoded/activated
- Clermont degree audit encoder will notify the Curriculum Manager via email once this is complete.

Step 16: The faculty member with Program Director access in eCurriculum will create/modify the Program Description in eCurriculum
- The following eCurriculum approvals are required: Program Director, Unit Head, College Curriculum Committee, Dean's Office, Academic Committee, Provost, and University Program Administrator Reviews

Step 17: Once item(s) have been fully approved n eCurriculum, the program description will be toggled on to display on the web.

Step 18: The Assistant Dean of Academic Affairs will notify the following:
- Assistant Director of Admissions to add new program(s) to application
- Clermont One Stop to add new program(s)/certificate(s)/sub plan(s) to the Change of Major Form

*Note:
Associate Dean of Academic Affairs – Dr. Mona Sedrak
Assistant Dean of Academic Affairs – Ric Stackpole
Accreditation Liaison Officer – Susan Riley
Curriculum Manager – Meagan Schalk
Clermont Degree Audit Encoder – Bob Howell
Assistant Director of Admissions – Ashleigh Sallee

UC Clermont College Curriculum Committee

New Program/Certificate & Revision Approval Form

Please use this form to submit new programs/certificates/sub plans and revisions to the UC Clermont Curriculum Committee. Complete all applicable sections and submit to the Curriculum Manager to include on the agenda for the next scheduled curriculum committee meeting.

Please select one:
New program/certificate/sub plan Proposal or revisions to an existing program/ certificate/sub plan

New Program

New Sub Plan

Program Revision (please explain what will be revised

New Certificate

Certificate Revision (please explain what will be revised)

Date *mm/dd/yyyy*

Program/Certificate Submitter

E-mail

Department

Learning Outcomes: List

Description	CM Effective Communication	CT Critical Thinking	IL Information Literacy	KI Knowledge Integration	SR Social Responsibility

NOTE: Please attach additional page(s), if needed.

Public Outline

General

Title

Subplan

Admission Criteria*

Open

Full-time Experiential Learning Available

Hold down the CTRL button on your keyboard and select all that apply.

General Interest Area Available

Hold down the CTRL button on your keyboard and select at least 1, but no more than 3 general interest areas.

Contact

Name*

Admissions

Email*

clermont.admissions@uc.edu

Phone* *(###) ###-####*

(513) 732-5319

Address Line 1*

Clermont College

Address Line 2

4200 Clermont College Drive

City*

Batavia

State*

Ohio

Zip Code*

45103

Department Name*

Department Website* *ex: http://www.uc.edu*

College Website* *ex: http://www.uc.edu*

http://www.ucclermont.edu

Working Adults?*

Student Athletes?*

Part-Time Students?*

Evenings?*

Weekends?*

Distance Learning Type?*

Scheduling Explanation

Topics

About

Success

Career

Majoring

Minoring

Minors do not apply to associate degree studies.

Curriculum

*Please attach a copy of the curriculum to this packet prior to submission.

Advising

UC Advantages and Special Opportunities

The UC Clermont campus is on 92 wooded acres located in Batavia, Ohio, in the heart of Clermont County. We are relatively small and our faculty-to-student ratio is low. You will find small class size and personal interaction with your instructors create the ideal learning environment. Parking is convenient and at no additional charge. Plus, our tuition is the lowest of the UC colleges.

Special Programs

Admission Requirements

This program is open to all students with a high school diploma or GED and the desire to succeed in college. Although admission is open, students accepted into the program must meet the academic standards of the program to advance to upper levels of study.

As a first year student, you will need to take the placement test. This test does not affect your admission; however, the results are essential for your proper placement in classes. You must complete the placement test before you may register for English or mathematics courses. All placement tests are given free of charge.

Transferring to UC

You must be in good academic standing at the college or university you last attended. We accept transfer applications all year long and you may start any semester, provided your transcripts arrive in time to be evaluated before the start of the semester you wish to attend.

If you have not taken college-level mathematics or English, you will need to take the placement test.

Changing Majors Within UC

Other UC students may transfer into Clermont College by completing the application for change in college and program form available from most UC admissions offices (including ours, 513-732-5319). You are urged to see your advisor before transferring into a different major to minimize any impact on your degree progress.

International Student Requirements

You must demonstrate English proficiency. You must also meet admissions deadlines and visa requirements, and provide documentation of sufficient funds before we can complete your admission. Please call the International Admissions Office (513-556-2069) for details, or email international.admissions@uc.edu with questions.

Learn more about becoming an international student at UC Clermont.

Graduation Requirements

You must complete an application for degree and receive a pre-certification from your academic advisor the semester before you expect to graduate. You should see your advisor or Student Success and Retention Services (513-732-5319) for specific information well in advance of your final semester.

Application Deadline

For specific deadline information, visit the Admissions webpage.

Accreditation

The HLC statement below will automatically display.
If your program has additional accreditation details, please enter those in the text box below.

The University of Cincinnati and all regional campuses are accredited by the Higher Learning Commission.
*www.hlcommission.org

Major Map/Curriculum Guide

Guide Title

Subplan

*Please <u>attach</u> a copy of the curriculum to this packet prior to submission.
Please include which year/term each course should be taken in.
Also, indicate the minimum grade for each course.

General Education Breadth of Knowledge

DC Diversity & Culture

Course Number	Minimum Credit Hour	Maximum Credit Hour	DC Explanation
Total Credit Hours			

EC English Composition

Course Number	Minimum Credit Hour	Maximum Credit Hour	EC Explanation
Total Credit Hours			

FA Fine Arts

Course Number	Minimum Credit Hour	Maximum Credit Hour	FA Explanation
Total Credit Hours			

HP Historical Perpectives

Course Number	Minimum Credit Hour	Maximum Credit Hour	HP Explanation
Total Credit Hours			

NS Natural Sciences

Course Number	Minimum Credit Hour	Maximum Credit Hour	NS Explanation
Total Credit Hours			

QR Quantitative Reasoning

Course Number	Minimum Credit Hour	Maximum Credit Hour	QA Explanation
Total Credit Hours			

SE Social & Ethical Issues

Course Number	Minimum Credit Hour	Maximum Credit Hour	SE Explanation
Total Credit Hours			

SS Social Sciences

Course Number	Minimum Credit Hour	Maximum Credit Hour	SS Explanation
Total Credit Hours			

TI Technology & Innovation

Course Number	Minimum Credit Hour	Maximum Credit Hour	SS Explanation
Total Credit Hours			

General Education Touch Points

Capstone

Course Number	Minimum Credit Hour	Maximum Credit Hour	CP Explanation
Total Credit Hours			

First Year Experience

Course Number	Minimum Credit Hour	Maximum Credit Hour	FY Explanation
Total Credit Hours			

Mid-Collegiate Experience

Course Number	Minimum Credit Hour	Maximum Credit Hour	MC Explanation
Total Credit Hours			

Credit Hours

Major Minimum	
Major Maximum	

GenEd or College Distribution Requirements Minimum	
GenEd or College Distribution Requirements Maximum	

Free Elective Minimum	
Free Elective Maximum	

Total Minimum	
Total Maximum (Standard 60)	

Rationale is required if the standard number of hours is exceeded. (explain below)