Guidelines for APC Submajor Proposal
(Minor, Concentration, Emphasis, Speciality, Certificate)
Guidelines Approved 09/27/06
Proposal should be approximately 3 pages long and include the following:

1. A description of the submajor.
2. Justification and need for the submajor.
3. What students will be served by the submajor?
4. How does the submajor support the mission of the department?
5. How does the submajor complement the existing major?
6. What are the goals, objectives, and student learning outcomes for the submajor?
7. Will this submajor require additional faculty and/or resources?

CHECKLIST FOR THE APPROVAL PROCESS

Old Program Name ____________________________________________

New Program Name ____________________________________________

Signature of ----- ____________________________________________

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<th>Forms and Documents</th>
<th>Presented to curriculum advisory committee</th>
<th>Presented to APC for initial review</th>
<th>Presented to UUCC</th>
<th>Presented to UABC</th>
<th>Presented to APC for 2nd reading</th>
<th>APC forward recommendation to Vice Chancellor</th>
<th>Vice chancellor sends written confirmation to system administration</th>
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COMMENTS FROM CURRICULUM ADVISORY COMMITTEE

Signature of Chair ____________________________________________

COMMENTS FROM APC 1st READING

Signature of Chair ____________________________________________
** Please provide the following to University Budget Commission**

1. Detailed budget for each of the proposed departments providing the information for one year prior (actuals), current year, and two future years.
   

2. Response to the following questions:
   a) What are the proposed costs to implement the plan (detailed one-time costs and annual costs) and what is the proposed source(s) of funding (rereallocation, new allocation, external funds, etc)?
   b) Can the proposal be implemented if no new funds are available or if there is a reduction in funding?
   c) What you anticipate may need to be cut or abandoned if this proposal is given priority?

RETURN THIS CHECKLIST AND ATTACH ALL REQUIRED DOCUMENTS TO APC CHAIR VIA EMAIL