***ALABAMA COMMISSION ON HIGHER EDUCATION***

***INSTRUCTION***

**Proposal Form for the Addition of an Option, Track, Specialization, or**

**Concentration, etc., to an Existing Program**

1. Institution: **The University of Alabama**
2. **Date of Submission:**
3. **Contact Person and Title:**

Name and Title:

Telephone:

E-mail:

# Program Identification:

Title (degree program):

6-digit CIP:

Degree nomenclature (MS, BA, PhD, etc.):

1. **Name of the proposed concentration:**
2. **Delivery method (main campus, online, or both):**

# Program Administration and Implementation:

Name of College/ School:

Name of Dean:

Name of Department:

Name of Chairperson:

1. **Fill in the table provided** with the following information:
   1. For undergraduate programs, the number of hours in the General Education Curriculum.
   2. For all program levels, the number of hours in the program core. The program core includes all courses in the major taken by students regardless of option, concentration, specialization, or track.
   3. For all program levels, the number of hours in the proposed option, specialization, concentration, track, etc.
   4. For all program levels, the total hours in the program including the new extension/alteration.

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| --- | --- |
| Semester Hours in the General Education Curriculum (Baccalaureate Programs Only) |  |
| Semester Hours in the Program Core |  |
| Semester Hours in the Option, Concentration, Etc. |  |
| Semester Hours in other coursework (electives, supporting courses, etc.) |  |
| Total Semester Hours in the Program with the Proposed Extension/Alteration |  |

1. List the courses in the program core with the number of semester hours for each:
2. List the courses in the proposed option, concentration, specialization, or track, etc., with the credit hours for each:
3. What is the scope or effect of the proposed extension?
   1. How many of the major courses to be offered by the proposed extension are offered in the existing program?
   2. How will the proposed extension impact other public institutions?
   3. Will the proposed extension move the program listing to a new two-digit CIP category in the Commission's academic program inventory?
4. What is the impact of the proposed change on the existing program or unit?
   1. What will be the budgetary impact of the proposed extension?
   2. What changes in faculty and staff will be required to implement the proposed extension/alteration?
5. If the extension will require additional resources, please provide a list of sources of funds available for the extension.
6. Please state the rationale for the extension/alteration.