

The completed and signed proposal should be submitted by the Dean’s Office to: [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu). Before academic units can advertise undergraduate concentrations or include them in their offerings as described in the university catalogs, they must be recommended for approval by the Senate Curriculum and Academic Programs Committee and approved by the Office of the University Provost.

**Definition and minimum requirements:**

A concentration is a formalized selection of courses within a major.

- A concentration requires a minimum of 15 semester hours of which at least 9 semester hours must be upper division. Specialized concentrations (e.g., BIS Concentrations) may have additional or different requirements.
- A concentration is offered by a single unit and is intended exclusively for students pursuing a particular major. If a concentration consists of courses from more than one college the approval of each college Dean is required.

**College/School/Institute:** \_\_\_\_\_ (Select One)

**Department/Division/School:** \_\_\_\_\_

**Proposing Faculty Group (if applicable):** \_\_\_\_\_

**If this is an official joint degree program?** \_\_\_\_\_ (Select Yes/No)

*If “Yes” List all the additional college(s)/school(s)/institute(s) that will be involved in offering the degree program and providing the necessary resources. Note: All units offering this program must have collaborated in the proposal development and completed the appropriate unit and college/school approvals.*

**Existing Degree and Major under which this concentration will be established:**

**Proposed Concentration Name:** \_\_\_\_\_

**What is the first catalog year available for students to select on the undergraduate application for this program?** \_\_\_\_\_ (Select Catalog Year)

**Delivery method:** \_\_\_\_\_ (Select Delivery Method)

*Note: Once students elect a campus or On-line option, students will not be able to move back and forth between the on-campus and the ASU Online options. Approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online.*

**Campus/Locations:** indicate all locations where this program will be offered.

Downtown Phoenix     Polytechnic     Tempe     Thunderbird    : West    Other \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**DEAN APPROVAL(S)**

**This proposal has been approved by all necessary unit and College/School levels of review. I recommend implementation of the proposed organizational change.**

**College/School/Division Dean name:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ /20\_\_\_\_

**College/School/Division Dean name:** \_\_\_\_\_

*(if more than one college involved)*

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ /20\_\_\_\_

*Note: An electronic signature, an email from the dean or dean’s designee, or a PDF of the signed signature page is acceptable.*

## **1. OVERVIEW**

- A.** Provide a brief description of the new concentration (including the specific focus of the new concentration, relationship to other concentrations in this degree program, etc).
- B.** Explain the unit's need for the new concentration (e.g., market demand, research base, direction of the discipline, and interdisciplinary considerations). How will the new concentration complement the existing degree program?

## **2. Support and Impact**

- A.** Provide a supporting letter from the chair of the academic unit verifying that the proposed concentration has received faculty approval through appropriate governance procedures in the unit and that the unit has the resources to support the concentration as presented in the proposal, without impacting core course resources.
- B.** Identify other related ASU programs and outline how the new concentration will complement these existing ASU programs. (If applicable, statements of support from potentially-affected academic unit administrators need to be included with this proposal submission.)
- C.** Provide a supporting letter from each college/school dean from which individual courses, or the entire concentration, are taken.

## **3. Academic Curriculum and Requirements**

- A.** List the knowledge, competencies, and skills (learning outcomes) students should have when they complete this proposed concentration. Examples of program learning outcomes can be found at (<http://www.asu.edu/oue/assessment.html>).
- B.** Provide the admissions criteria for the proposed concentration. If they are identical to the admission criteria for the existing major and degree program under which this concentration will be established, please note that here.

C. Provide the curricular structure for this concentration. Be specific in listing required courses and specify the total minimum number of hours required for the concentration.

<b>Required Core Courses for the Degree/Major</b>				
<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Is this a new Course?</b>	<b>Credit Hours</b>
			(Select one)	
<i>Section sub-total:</i>				
<b>Required Concentration Courses</b>				
<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Is this a new Course?</b>	<b>Credit Hours</b>
			(Select one)	
<i>Section sub-total:</i>				
<b>Elective Concentration Courses</b>				
<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Is this a new Course?</b>	<b>Credit Hours</b>
			(Select one)	
<i>Section sub-total:</i>				
<b>Other Concentration Requirements</b>				<b>Credit Hours</b>
<i>E.g. – Capstone experience, internship, clinical requirements, field studies, foreign language skills as applicable</i>				
<i>Section subtotal:</i>				
<b>Total minimum credit hours required for concentration</b>				

**D.** A minimum residency requirement: How many hours of the concentration must be ASU credit?

**E.** Provide a brief course description for each new course.

*Note: All new required courses should be submitted in Curriculum Changemaker and ready for Provost's Office approval before this concentration is put on the CAPC agenda.*

**4. Administration and Resources**

**A.** How will the proposed concentration be administered (including admissions, student advisement, retention, etc.)?

**B.** What are enrollment projections for the next three years?

	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b> (Yr 1 continuing + new entering)	<b>3<sup>rd</sup> Year</b> (Yr 1 & 2 continuing + new entering)
Number of Students (Headcount)			

**C.** What are the resource implications for the proposed concentration, including any projected budget needs? Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this concentration please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this concentration.

**D.** Please list the primary faculty participants regarding this proposed concentration. For interdisciplinary concentrations, please include the relevant names of faculty members from across the University.

Name	Title	Area(s) of Specialization as they relate to proposed concentration

**5. Additional Materials**

- A. Prepare and attach a Major Map. Please use the "proposed map" function to create a Major Map in BAMM. This feature is explained in the training document available on [help.asu.edu](http://help.asu.edu).
- B. *Complete and attach the Appendix document.*
- C. Attach other information that will be useful to the review committees and the Office of the University Provost.

**PROVOST OFFICE APPROVAL(S)**

**This proposal has been approved by all necessary Provost office levels of review. I recommend implementation of the proposed organizational change.**

**Office of the University Provost**

**Signature**

**Date:**     /     /20

*Note: An electronic signature, email, or a PDF of the signed signature page is acceptable.*

**APPENDIX  
OPERATIONAL INFORMATION FOR UNDERGRADUATE CONCENTRATIONS**

(This information is used to populate the [Degree Search](#)/catalog website.  
Please consider the student audience in creating your text.)

**Proposed Concentration Name:**

**1. Program Description** (150 words maximum)

**2. Contact and Support Information**

Office Location (Building & Room):

Campus Telephone Number:

Program email address:

Program website address:

**3. Additional Program Description Information**

- A. Additional program fee required for this program? Yes  No   
B. Does this program have a second language requirement? Yes  No

**4. Delivery/Campus Information**

**Delivery**

- On-campus only** (ground courses and/or iCourses) (check campus(es)/locations below)  
 **ASU Online only** (all courses online)\*  
 **Both on-campus and ASU Online\***

*\* Note: Academic units must obtain prior approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) to offer programs through ASU Online.*

**Campus(es) and/or Locations** Check all locations where the program will be offered.

- Downtown     - Polytechnic     - Tempe     - Thunderbird     - West  
 - Other (*please specify*)

**Operational information:**

Once students select a campus or On-line option, students will not be able to move back and forth between the on-campus the ASU Online option.

**5. Career Opportunities & Concentration(s)**

Provide a brief description of career opportunities available for this degree program with the proposed concentration.

**6. Additional Admission Requirements**

If applicable list any admission requirements (freshman and/or transfer) that are higher than and/or in addition to the university minimum undergraduate admission requirements.)

**7. Keywords**

List all keywords used to search for this program. Keywords should be specific to the proposed program.

**8. Advising Committee Code**

List the existing advising committee code associated with this degree.

*Note:* If a new advising committee needs to be created, please complete the following form:

[Proposal to create an undergraduate advising committee](#)

**9. Western Undergraduate Exchange (WUE) Eligible:**

Has a request been submitted to the University Provost by the Dean to consider this degree program as eligible for [WUE](#) (Select Yes/No)

*Note:* **No** action will be taken during the implementation process with regards to WUE until approval is received from the University Provost.

**10. First Required Math Course** List the first math course required in the major map.

**11. Math Intensity**

- a. List the highest math required on the major map. (This will not appear on Degree Search.)
- b. What is the math intensity as indicated by the highest math required on the major map? Math intensity categorization can be found here: <https://catalog.asu.edu/mathintensity> (Select Math Intensity)

**12. CIP codes**

- a. Identify CIP codes that should be displayed on Degree Search. CIP codes can be found at: <http://www.onetonline.org/crosswalk/CIP/>.

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- b. Are any specific career codes (SOC/ONET codes) to be omitted from the CIP codes selected above? (i.e. “Omit 25-10312.00 Engineering Teachers, Postsecondary from CIP code 14.0501 Bioengineering and Biomedical Engineering.”)

**13. Area(s) of Interest**

A. Select one (1) primary Area of Interest from the list below that applies to this program.

- |   |   |
|---|---|
| <input type="checkbox"/> <a href="#"><u>Architecture &amp; Construction</u></a> | <input type="checkbox"/> <a href="#"><u>Health &amp; Wellness</u></a>             |
| <input type="checkbox"/> <a href="#"><u>Arts</u></a>                            | <input type="checkbox"/> <a href="#"><u>Humanities</u></a>                        |
| <input type="checkbox"/> <a href="#"><u>Business</u></a>                        | <input type="checkbox"/> <a href="#"><u>Interdisciplinary Studies</u></a>         |
| <input type="checkbox"/> <a href="#"><u>Communications &amp; Media</u></a>      | <input type="checkbox"/> <a href="#"><u>Law, Justice &amp; Public Service</u></a> |
| <input type="checkbox"/> <a href="#"><u>Computing &amp; Mathematics</u></a>     | <input type="checkbox"/> <a href="#"><u>STEM</u></a>                              |
| <input type="checkbox"/> <a href="#"><u>Education &amp; Teaching</u></a>        | <input type="checkbox"/> <a href="#"><u>Science</u></a>                           |
| <input type="checkbox"/> <a href="#"><u>Engineering &amp; Technology</u></a>    | <input type="checkbox"/> <a href="#"><u>Social and Behavioral Sciences</u></a>    |
| <input type="checkbox"/> <a href="#"><u>Entrepreneurship</u></a>                | <input type="checkbox"/> <a href="#"><u>Sustainability</u></a>                    |
| <input type="checkbox"/> <a href="#"><u>Exploratory</u></a>                     |   |

B. Select any additional Areas of Interest that apply to this program from the list below.

- |   |   |
|---|---|
| <input type="checkbox"/> <a href="#"><u>Architecture &amp; Construction</u></a> | <input type="checkbox"/> <a href="#"><u>Health &amp; Wellness</u></a>             |
| <input type="checkbox"/> <a href="#"><u>Arts</u></a>                            | <input type="checkbox"/> <a href="#"><u>Humanities</u></a>                        |
| <input type="checkbox"/> <a href="#"><u>Business</u></a>                        | <input type="checkbox"/> <a href="#"><u>Interdisciplinary Studies</u></a>         |
| <input type="checkbox"/> <a href="#"><u>Communications &amp; Media</u></a>      | <input type="checkbox"/> <a href="#"><u>Law, Justice &amp; Public Service</u></a> |
| <input type="checkbox"/> <a href="#"><u>Computing &amp; Mathematics</u></a>     | <input type="checkbox"/> <a href="#"><u>STEM</u></a>                              |
| <input type="checkbox"/> <a href="#"><u>Education &amp; Teaching</u></a>        | <input type="checkbox"/> <a href="#"><u>Science</u></a>                           |
| <input type="checkbox"/> <a href="#"><u>Engineering &amp; Technology</u></a>    | <input type="checkbox"/> <a href="#"><u>Social and Behavioral Sciences</u></a>    |
| <input type="checkbox"/> <a href="#"><u>Entrepreneurship</u></a>                | <input type="checkbox"/> <a href="#"><u>Sustainability</u></a>                    |
| <input type="checkbox"/> <a href="#"><u>Exploratory</u></a>                     |   |

**The following fields are to be completed by the Office of the University Provost.**

**CIP Code:** \_\_\_\_\_

**Plan Code:** \_\_\_\_\_