**ADDENDUM TO HIGHER LEARNING COMMISSION**

**SUBSTANTIVE CHANGE APPLICATION**

**TO ESTABLISH A NEW UNDERGRADUATE DEGREE PROGRAM**

**Proposed Major:**

**Proposed Degree:**

**Administrating College:**

**Administrating Department:**

Provide the title of the lead administrator for the proposed program and a brief description of the individual’s duties and responsibilities.

Indicate whether any institutions of higher education offer the proposed program within a 30-mile radius of the campus(es) at which the proposed program will be offered. If so, list the institutions that offer the proposed program and provide a rationale for offering an additional program at this campus.

**CATALOG COPY**

**Description of Program:**

*Describe the program as you would to a prospective student.*

**Fully Offered At:**

*List all campuses/locations and methods (e.g., online, accelerated) for which a student can fully complete the program.*

**Accreditation:**

*List specialized or professional accreditor for the program if applicable.*

**Admission Requirements:**

*If program does not have additional admission criteria above and beyond the minimum to be admitted to a Kent State associate or bachelor’s degree, write “standard admission criteria for the degree.” If program has additional admission criteria (e.g., audition, 3.0 high school GPA, 2.75 overall GPA for transfer students), list those requirements.*

**Program Learning Outcomes:**

*List the specific knowledge and skills directly related to the program’s discipline that you expect students to acquire as part of their educational experience in the program. The outcomes must be observable and measureable, rather than what students “know,” “think,” “understand, “appreciate,” etc.*

**Program Requirements:**

*Adjust the table to the proposed curriculum, including the Kent Core and general elective requirements.*

|  |
| --- |
| **Major Requirements (courses count in major GPA)** |
| **Course** | **Title** | **Credits** |
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| **Additional Requirements (courses do not count in major GPA)** |
| **Course** | **Title** | **Credits** |
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|  |  |  |
|  |  |  |
| Kent Core Composition | 6 |
| Kent Core Mathematics and Critical Reasoning | 3 |
| Kent Core Humanities and Fine Arts (minimum one course from each) | 9 |
| Kent Core Social Sciences (must be from two disciplines) | 6 |
| Kent Core Basic Sciences (must include one laboratory) | 6-7 |
| Kent Core Additional | 6 |
| General Electives (total credit hours depends on earning 120 credit hours, including 39 upper-division credit hours |  |
| **Minimum Total Credit Hours:** |  |

**Graduation Requirements:**

Minimum Major GPA:

Minimum Overall GPA:

Additional Graduation Requirements: *(i.e., minimum grade in specific courses, passage of specific exam)*

**Roadmap**

*Adjust the table to the proposed curriculum, including the Kent Core and general elective requirements.*

|  |  |  |
| --- | --- | --- |
| **Semester One** |  |  |
| **Course** | **Title** | **Credits** |
|  |  |  |
|  |  |  |
| Kent Core Requirement | 3 |
| Kent Core Requirement | 3 |
| Kent Core Requirement | 3 |
| **Semester Two** |  |  |
| **Course** | **Title** | **Credits** |
|  |  |  |
|  |  |  |
| Kent Core Requirement | 3 |
| Kent Core Requirement | 3 |
| Kent Core Requirement | 3 |
| **Semester Three** |  |  |
| **Course** | **Title** | **Credits** |
|  |  |  |
|  |  |  |
| Kent Core Requirement | 3 |
| Kent Core Requirement | 3 |
| Kent Core Requirement | 3 |
| **Semester Four** |  |  |
| **Course** | **Title** | **Credits** |
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|  |  |  |
|  |  |  |
| Kent Core Requirement | 3 |
| Kent Core Requirement | 3 |
| **Semester Five** |  |  |
| **Course** | **Title** | **Credits** |
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|  |  |  |
|  |  |  |
| Kent Core Requirement | 3 |
| **Semester Six** |  |  |
| **Course** | **Title** | **Credits** |
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|  |  |  |
|  |  |  |
|  | **Credit Hours:** |  |
| **Semester Seven** |  |  |
| Course | Title | Credits |
|  |  |  |
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|  |  |  |
|  |  |  |
|  | **Credit Hours:** |  |
| **Semester Eight** |  |  |
| Course | Title | Credits |
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