INSTRUCTIONS FOR COMPLETING U-P FORM

General:
1. Verify that this is the current “U-P Package” (Form and Instructions) by visiting the following website: http://www.ewu.edu/x8434.xml
   Non-Current forms will be returned to the originator.
2. Complete all items unless the instructions state otherwise.
3. Do not modify the form itself. Future versions are expected to be released in “pdf” format that will allow users to “fill in boxes” without the risk of changing the form itself.
4. Failure to follow these instructions will result in the proposal being returned to the originator.
5. Submit the original, signed-off form together with all appropriate supporting documents to the Undergraduate Studies Office located at 207 Showalter.
6. Please address questions about this form to Mark Baldwin, Assistant Dean of Undergraduate Studies, 359-2449, mbaldwin@mail.ewu.edu
7. What to submit:
   (a) Form U-P (four (4) pages) – completed per these “Instructions for Completing U-P Form.
   (b) New Major Programs only - Attach a copy of the approved HEC Board pre-approval application.
   (c) Note - The New or Revised Course Proposal Form (U-C) is required for each course if this program proposal entails any new or revised courses
8. Timelines:
   (a) New Programs:
       New programs will take effect at the beginning of the quarter following UAC approval.
   (b) Revised Programs:
       Revised programs will take effect at the beginning of the next Fall quarter following UAC approval.
INSTRUCTIONS FOR COMPLETING U-P FORM

FORM U-P, PAGE 1 OF 4

NEW/REVISED TITLE OF PROGRAM:
Include the complete name of the new or revised program. Program names include degree type, e.g., “Bachelor of Arts,” except for minors, add-on endorsements, and certificates.

Examples of programs titles include:

(a) Bachelor of Arts in Business Administration (BAB), Professional Accountancy Major, Accounting Information Systems Option.

(b) Bachelor of Arts (BA) in Technology, Graphics Communications Major

Make sure to check your spelling and punctuation, as what you type here will be put into the catalog.

DEPARTMENT:
The name of the originating department and the date the proposal is submitted to Undergraduate Studies, Showalter 207.

FACULTY CONTACT:
Identify the faculty member most familiar with the details surrounding the proposal. This person may be contacted to resolve questions associated with the proposal. Include phone number and e-mail address.

Reminder – forms without all such required fields completed will be returned to the originator.

SECRETARY/ASSISTANT:
If there is an administrative-type employee who assisted with preparation of the U-P form, identify this person. This person may be contacted to resolve questions associated with the proposal. Include phone number and e-mail address.

DEPARTMENT CHAIR:
The (dated) signature of the originating department’s Chair is required.

DEAN:
The (dated) signature of the originating academic unit’s Dean is required.

INTER-DEPARTMENT COORDINATION:
Form U-P must contain signatures from the Chair of all departments that are affected by or have an interest in this program (new program) or in the revisions to the program (program revision). For each department, the Chair should sign and check either “Concur” or “Do Not Concur.” Any non-concurring signature must be accompanied by a written statement, indicating the reason for the non-concurrence.

Departments that may be interested in the proposal include, but are not limited to:

- Departments that offer courses that have been, or will be:
  - Required in the program, or
  - Listed as electives for the program.
- Departments that teach similar programs that may be viewed as redundant.

If the signatures of more than eight (8) departments are required, or if, for the sake of expedience, proposals are routed to departments simultaneously, feel free to attach multiple “Inter-Department Coordination Signature Pages” (included as part of this package, after the instructions).
INSTRUCTIONS FOR COMPLETING U-P FORM

COMMITTEE, COUNCIL, AND ADMINISTRATIVE APPROVAL:
Proposal originator does not put in anything here. This section is completed as the proposal is processed.

FORM U-P, PAGE 2 OF 4
THIS PROPOSAL IS FOR A (CHECK ONE):

New Major:
Check this box if the proposal is to create a new major.

New Minor:
Check this box if the proposal is to create a new minor.

New Option:
Check this box if the proposal is to create a new option (for an existing major).

New Teacher Certification Add-on Endorsement:
Check this box if the proposal is to create a new teacher certification add-on endorsement.

New Certificate Program:
Check this box if the proposal is to create a new certificate program.

Revised Major:
Check this box if the proposal is to modify an existing major.

Revised Minor:
Check this box if the proposal is to modify an existing minor.

Revised Option:
Check this box if the proposal is to modify an existing option.

Revised Teacher Certification Add-on Endorsement:
Check this box if the proposal is to modify an existing teacher certification add-on endorsement.

Revised Certificate Program:
Check this box if the proposal is to modify an existing certificate program.

This program is a Teacher Education program:
Check this box if the program is a teacher education program.
INSTRUCTIONS FOR COMPLETING U-P FORM

FOR ITEMS A. (PROGRAM DESCRIPTION) AND B. (PROGRAM REQUIREMENTS):

(a) If the proposal is for a program revision - complete both columns.
(b) If the proposal is for a new program – complete the “New or Revised” column.

Proposals that do not completely fill out the required column(s) will be returned to the originator for completion.

A. GENERAL PROGRAM DESCRIPTION:

For a new program – insert the program description, as you wish it to appear in the catalog, in the “New or Revised” column.

For revised program:

(a) Insert the old program description, as it currently appears in the catalog, in the “Old or Existing” column.
(b) Insert the revised program description, as you wish it to appear in the catalog, in the “New or Revised” column.

All changes to the program description must be indicated by underlining or italicizing both:

• Under “Old or Existing” – Changed or omitted text, AND
• Under “New or Revised” – Changed or added text.

(c) If there are no changes in the description, write “No Change” in the “New or Revised” column.

Note – For revised programs, even if there are no changes to the program description, enter the existing program description in the “Old or Existing” column.
B. DEGREE PROGRAM REQUIREMENTS:

For a new program – insert the program requirements in the “New or Revised” column as they are to appear in the catalog per the instructions below under “Program Requirements.”

For revised program:

(a) Insert the old program requirements as they currently appear in the catalog in the “Old or Existing” column.

(b) Insert the revised program requirements, as they are to appear in the catalog, in the “New or Revised” column per the instructions below under “Program Requirements.”

All changes to the program requirements must be indicated by underlining or italicizing both:

- Under “Old or Existing” – Changed or omitted text, AND
- Under “New or Revised” – Changed or added text.

(c) If there are no changes in the requirements, write “No Change” in the “New or Revised” column. Note – For revised programs, even if there are no changes to the program requirements, enter the existing program description in the “Old or Existing” column.

Major/Option Program Requirements:

General Guidelines:

(i.) The instructions below (through page 14) apply to new or revised majors and new or revised options.

(ii.) List ALL university credits that non-transfer students are required to earn, including course numbers, titles, credits, sub-totals and totals.

(iii.) Departments may assume that students have completed “competency” or “Pre University Basic” skill courses, e.g., students are prepared to enroll in CPLA 101 and ENGL 201.

(iv.) Include ALL requirements that students need to satisfy, whether at the university, college, school, department or program levels. When in doubt, disclose the information.

(v.) Keep in mind that this will be the primary tool that our students will use in planning their program. When in doubt, disclose the information.

With the diversity of programs here at EWU, it is impossible to develop a “cookie cutter” approach that will satisfy ALL programs. The comprehensive example (SAMPLE “B. DEGREE PROGRAM REQUIREMENTS,” on page 18 of 18) is offered as an example only. CPAC recognizes that departments may need to depart from this “Template” in formatting and organizing their “DEGREE PROGRAM REQUIREMENTS.” The primary concern here is that our students have a comprehensive schematic of the courses they need to take to fulfill EWU programs.
INSTRUCTIONS FOR CompleTING U-P FORM

Program Title and Total EWU Credits:

1. Format of “Program Title and Total EWU Credits”:
   (a.) Include the complete name of the new or revised program.
   (b.) Append the total credits required for the degree, e.g., “180 Credits,” to the end of the program title.

   For example: “Bachelor of Arts in Business Administration (BAB) – Professional Accounting Major - 180 Credits.”

2. Notes – these may appear before or after the course listings.
   (a.) Actual time to degree must be explicitly stated in the catalog description of any program exceeding 180 credits. Departments are advised to use a statement similar to that used by the TECH/ENGR department:

       Note: Including University requirements, the above program requires a minimum of 186 credits or an average of 15.5 credits for a 12 quarter, four-year program.

   (b.) If the program is for a Bachelor of Arts degree (not BAB or BAE), then include the following statement:

       Note: Two years of a single high school foreign language or one year of a single foreign language at college level is required for this major.
**INSTRUCTIONS FOR COMPLETING U-P FORM**

1. **GECRs**: Include the number of credits, or range of credits, non-transfer students are expected to earn to satisfy this requirement.

As of the date of these instructions, eight (8) GECR (General Education Core Requirements) courses are required. Therefore, start with forty (40) credits. While, strictly speaking, GECRs may be fulfilled with eight four-credit courses (32 credits), the preponderance of 5-credit GECRs make such an event unlikely.

Reminder – If your department offers GECR courses:

Only one qualifying GECR, cultural diversity or international studies course offered by your department may be counted toward satisfying GECR, cultural diversity or international studies requirements for major programs in your department. (Cross-listed courses with your department as one of the listings will be counted as a course from your department regardless of the department designation used when registering.)

Departments may, if they choose, include a statement to the effect that “40 credits are included in the published program of study but, if students complete four-credit courses to fulfill the GECR requirement, fewer credits may be needed.”

“Required GECRs” – if the program requires that students take specific courses that may also count as GECRs, departments have three options:

1. Specify 40 credits for GECRS AND include the “Required GECRs” in the course list and credit total for category 4. “4. Major – Courses Required for the Major” or 5. “5. Minors, Options and Free Electives.”

2. Include “Required GECRs” in category 4. or 5., deduct the corresponding credits from category 1. “GECRs” and include a statement similar to the one used by the BAB degree example on page 18:

   **Note:** Included in category 4. “Major – Courses Required for the Major” are two courses, ECON 200 and 201 which may be used to fulfill the requirements for one GECR course as well as requirements for the BAB degree. These courses are not counted twice towards the 180-credit total; therefore they have been deducted from the EWU eight course (40-credit) GECR total.

3. Include “Required GECRs” in the course list and credit total for category 1. “GECRs,” exclude the corresponding course(s) and credits from category 4. or 5., and include a statement in category 4. or 5. (as appropriate) similar to:

   **Note:** Included under category 1. “GECRs” are two courses, ECON 200 and 201, which are required for the BAB degree. These courses are required for the program but are not counted twice towards the 180-credit total and have therefore been excluded from this category.
2. **University Competencies and Proficiencies**: Include the number of credits, or range of credits, non-transfer students are expected to earn to satisfy this requirement.

**Computer Literacy:**

At a minimum, departments include one credit for CPLA 101.

**Writing** – Departments will find themselves in one of two situations:

1. If category 4. “4. Major – Courses Required for the Major” or category 5. “5. Minors, Options and Free Electives” does not include ENGL 201, then departments include five credits in this category for ENGL 201.

2. If category 4. “4. Major – Courses Required for the Major” or category 5. “5. Minors, Options and Free Electives” does include ENGL 201, then departments exclude the five credits from category 2. “University Competencies and Proficiencies” and include a statement such as this one used by the BAB degree example:

   Included in category 4. “Major – Courses Required for the Major” are two courses, ENGL 201 and MATH 115, which may be used to fulfill writing and mathematics competencies as well as requirements for the BAB degree. These courses are not counted twice towards the 180-credit total; therefore they have been excluded from the credit total for category 2. “University Competencies and Proficiencies.”

**Mathematics** – Departments will find themselves in one of two situations:

1. If category 4. “4. Major – Courses Required for the Major” or category 5. “5. Minors, Options and Free Electives” does not include required mathematics course(s) that fulfill the mathematics competency requirement for the program of study, then:

   (a.) If the program of study does not requires specific mathematics course(s) that fulfill the mathematics competency requirement, list five (5) credits.

   (b.) If the program of student does require mathematics course(s) that fulfill the mathematics proficiency requirement, then list the course(s) and include the associated credits in the total for category 2. “University Competencies and Proficiencies.” Two examples:

   For the BAB degree, one five-credit course, MATH 115 is required to fulfill the mathematics competency requirement.

   For the BAE-Elementary degree, two five-credit courses, MATH 211 and MATH 212 are required to fulfill the mathematics competency requirement.

2. If category 4. “4. Major – Courses Required for the Major” or category 5. “5. Minors, Options and Free Electives” does include required mathematics course(s) that fulfill the mathematics competency requirement for the program of study, then departments exclude the associated credits from category 2. “University Competencies and Proficiencies” and include a statement such as this one used by the BAB degree example:

   Included in category 4. “Major – Courses Required for the Major” are two courses, ENGL 201 and MATH 115, which may be used to fulfill writing and mathematics competencies as well as requirements for the BAB degree. These courses are not counted twice towards the 180-credit total; therefore they have been excluded from the credit total for category 2. “University Competencies and Proficiencies.”
3. **Graduation Requirements:** Include the number of credits, or range of credits, non-transfer students are expected to earn to satisfy this requirement.

Normally, departments will note that 12-15 credits are required to fulfill the three graduation requirements:

1. Senior Capstone Course (4-6 credits)
2. Cultural & Gender Diversity (4-5 credits)
3. International Studies (4-5 credits)

However, if the program requires a specific course, e.g., a specific capstone course, then departments may either:

(a) Omit the 4-5 credits for the specifically-required course from category 3. “Graduation Requirements,” and

   Include the 4-5 credits for the specifically-required “Graduation Requirement” course in category 4. “4. Major – Courses Required for the Major” or 5. “5. Minors, Options and Free Electives.”

   or

(b) Include the 4-5 credits for the specifically-required “Graduation Requirement” course in the “Graduation Requirements” category, and

   Omit the 4-5 credits for the specifically-required “Graduation Requirement” course from category 4. or 5.
4. **Major – Courses Required for the Major:** Include the number of credits, or range of credits, non-transfer students are expected to earn to satisfy the requirement for the specific major.

Courses may be organized a variety of ways, at the option of the originating academic unit. For example, courses may be segregated by:

(a) Required courses versus electives
(b) Lower division courses versus upper division courses
(c) Other, for example, the BAB degree separately identifies the business “core” courses versus those required for specific business majors.

**Hidden Prerequisites** – “B. DEGREE PROGRAM REQUIREMENTS” must include ALL courses required for the major, including prerequisites, unless:

(a) The course is a “remedial” course, i.e., the related credits do not apply to the total (e.g., 180) credits required for graduation,

(b) The course is a prerequisite for categories 1., 2., or 3. Examples of such courses may include:
   - ENGL 101, which is a prerequisite for ENGL 201, or
   - MATH 104, which is a prerequisite for MATH 115.

While some courses may not technically meet the definition of “Hidden Prerequisite” specified above, departments are **strongly** advised to note all program-specific requirements. Departments are advised to use notes such as those used by the TECH/ENGR department to make sure students understand that the “Program Requirements” assume:

- Students have one year of high school drafting,
- Students have two years of one foreign language in high school,
- Students have satisfied university competencies,
- Students are prepared to take calculus.

5. **Minors, Options and Free Electives:** Include the number of credits, or range of credits, non-transfer students are expected to earn to satisfy requirements for the following three categories:

1. **Required Minors** – If the program requires a minor, list it here including the number of credits, or range of credits, non-transfer students are expected to earn to satisfy this requirement.

2. **Required Options** – If the program requires an option, list it here including the number of credits, or range of credits, non-transfer students are expected to earn to satisfy this requirement.

3. **Free Electives** - If the sum of credits in the four (4) categories (1. through 4.) above (plus any required options or minors) are less than the 180-credit minimum for an EWU bachelor’s degree, then the program allows for “free electives.” The number of credits for these free electives is indicated in this category, and any restrictions on the choice of these courses are identified.
INSTRUCTIONS FOR COMPLETING U-P FORM

JUSTIFICATION:

New programs:

1. Explain and provide the rationale for the selection of courses in the program.
   Note that explanations such as “the department needed these courses” are insufficient as a rationale. There need to be substantive reasons supporting the selection of courses. There may need to be several rationales for different clusters or choices of courses in the program or for different components of the program.

2. Explain and provide the rationale for the number of credits in the program.
   Note that explanations such as “the department needed this number of credits” are insufficient as a rationale. There need to be substantive reasons supporting the number of credits. This is of particular importance when the total number of credits exceeds 180.

3. Explain and provide the rationale for the degree type.
   Note that explanations such as “Bachelor of Science was chosen over Bachelor of Arts to avoid the foreign language requirement” are insufficient as a rationale. There need to be substantive reasons supporting the degree type chosen.

4. Explain and provide the rationale for other program-specific requirements.
   This category includes but is not limited to:
   - Program prerequisites,
   - GPA requirements.
   Note that explanations such as “the department felt these requirements would be important” are insufficient as a rationale. There need to be substantive reasons supporting the requirements.

Revised programs:

1. Explain and provide the rationale for any changes in course requirements in the program.
   Note that explanations such as “the department needed this change” are insufficient as a rationale. There need to be substantive reasons supporting each changed course requirement.

2. Explain and provide the rationale for any changes in credits in the program.
   Note that explanations such as “the department needed this change” are insufficient as a rationale. There need to be substantive reasons supporting a change of credits.

3. Provide the rationale for any changes in completion requirements (such as degree requirements) or prerequisite requirements for the program.
   Note that explanations such as “the department requested this change” are insufficient as a rationale. There need to be substantive reasons supporting changes in completion or prerequisite requirements.
INSTRUCTIONS FOR COMPLETING U-P FORM

FORM U-P, PAGE 4 OF 4

This page must be completed for all new or revised MAJOR programs.
This page must be completed for all new or revised OPTIONS, if the end of program goals and assessment differentiate between options.

New Programs:
(a) Question 1. - Check either “Yes” or “No” as appropriate for Question 1.
(b) If the “Yes” box is checked, attach the section of the department plan that articulates the major program or option goals/objectives.

Revised Programs:
(a) Questions 2. and 3. – Check either “Yes” or “No” as appropriate for Questions 2. and 3.
(b) If the Question 3. “Yes” box is checked, attach the section of the department plan that articulates additions or revisions of goals. In addition, please include a one-sentence rationale indicating why the goals or objectives are added or revised. (Such a rationale might be “new professional accreditation standards” or “changes in the field” or “results of previous assessment efforts.”)

For questions regarding how to fill out Form U-P, Page 4 of 4, End-of-Program Goals/Objectives Confirmation, please contact the Office of Institutional research, Demography & Assessment.
**NEW/REVISED**
**TITLE OF PROGRAM:**

INTER-DEPARTMENT COORDINATION.

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1. **GECRs – “General Education Core Requirements” - 35 Credits**
   Included in category 4. “Major – Courses Required for the Major” are two courses, ECON 200 and 201 which may be used to fulfill the requirements for one GECR course as well as requirements for the BAB degree. These courses are not counted twice towards the 180-credit total; therefore they have been deducted from the EWU eight course (40-credit) GECR total.

2. **University Competencies and Proficiencies - 1 Credit (CPLA 101)**
   Included in category 4. “Major – Courses Required for the Major” are two courses, ENGL 201 and MATH 115, which may be used to fulfill writing and mathematics competencies as well as requirements for the BAB degree. These courses are not counted twice towards the 180-credit total; therefore they have been excluded from the credit total for category 2. “University Competencies and Proficiencies.”

3. **Graduation Requirements - 8-10 Credits (Two 4-5 credit courses: Gender and Cultural Diversity, International Studies)**
   Included below under “Major – Business Administration Core” is one course, MGMT 490, that may be used to fulfill the “Senior Capstone Course” (graduation requirement) as well as requirements for the BAB degree. However, this course is not counted twice toward the 180-credit total.

4. **Major – Courses Required for the Major**
   **117 Credits**
   4a. **Business Administration Core - 69 Credits**
       To avoid unnecessary duplication, the courses comprising the Business Administration Core are not listed here but are listed in the section of the catalog entitled “Bachelor of Arts in Business Administration (BAB).”

   4b. **Professional Accounting Major – 48 Credits:**
       - ACCT 351 Intermediate Accounting I (4)
       - ACCT 352 Intermediate Accounting II (4)
       - ACCT 353 Intermediate Accounting III (4)
       - ACCT 356 Cost Accounting I (4)
       - ACCT 357 Cost Accounting II (4)
       - ACCT 359 Accounting Systems (4)
       - ACCT 450 Auditing (4)
       - ACCT 451 Advanced Auditing (4)
       - ACCT 452 Contemporary Accounting Theory (4)
       - ACCT 454 Federal Income Tax I (4)
       - ACCT 455 Federal Income Tax II (4)
       - Electives – (4) – Select one course from the following:
         - ACCT 358 Accounting for Non-Profit Entities (4)
         - ACCT 422 Advanced Business Law (4)

5. **Minors, Options and Free Electives:**
   **17-19 Credits “Free Electives”**
   (No Required Minors or Options)
   Note – to comply with the requirement that a maximum of 90 of the 180 credits for graduation be business courses, these “Free Electives” cannot be business courses.
These Guidelines document the tasks that EWU Administration performs in the review of the U-P Form (UNDERGRADUATE NEW PROGRAM OR PROGRAM REVISION PROPOSAL FORM).

1. Verify that the proposal received is using the “Current” U-P Form.

2. Verify that the proposal has been completed per the applicable “Instructions for Completing U-P Form.”

3. Be the “Focal Point” for tracking the progress of program proposals, e.g.,
   (a) Keep track of program proposals received and their current status, i.e., who has them and how long they’ve had them.
   (b) Provide to CPAC, during its regular meetings, a report indicating proposals received and status.