

UNDERGRADUATE PROGRAM TEMPLATE FOR CATALOG – INSTRUCTIONS AND EXAMPLE

Major	Degree Type (BA, BS, BBA, etc.)	Concentration (if applicable; each concentration should be submitted separately)	Format (F2F, traditional online, AOP, hybrid, off-campus site)	Total Degree Hours

Section 1: Program Overview

Program Overview [Description of the program for the catalog]

Section 2: Program Requirements

- A. **Core Curriculum** – The core curriculum serves a broad foundation for the undergraduate degree. All candidates for a bachelor’s must achieve core student learning outcomes, including communication, critical thinking, empirical and quantitative skills, teamwork, personal responsibility and social responsibility, by completing courses with each category or component area of the Core Curriculum as outlined below.

STANDARD TEXT TO APPEAR CORE CURRICULUM COURSES IN THE CATALOG

Using Courses in the Core and Major or Minor: The university The University has approved specific courses that satisfy Core Curriculum Requirements. Approved courses can be found on the Core Curriculum page. Students seeking the most efficient way to complete the core curriculum and major or minor requirements are advised to take approved courses that can fulfill both requirements. Although core curriculum courses can also be used to fulfill major or minor requirements, earned credits hours are only applied once. *The following text will be added for courses that have prescribed core curriculum courses. Prescribed courses can only be included if required for accreditation or if the courses are prerequisites to major courses.* The courses listed below fulfill core curriculum and major requirements. Students who have completed a core curriculum category with courses other than those listed below will still be required to take the listed course(s) to meet major requirements. *[LIST MAJOR SPECIFIC CORE COURSES BELOW]*

010 Communication

Prefix – Course Number – Long Course Title

020 Mathematics

Prefix – Course Number – Long Course Title

030 Life and Physical Sciences

Prefix – Course Number – Long Course Title

040 Language Philosophy and Culture

Prefix – Course Number – Long Course Title

050 Creative Arts

Prefix – Course Number – Long Course Title

060 American History

Prefix – Course Number – Long Course Title

070 Government/Political Science

Prefix – Course Number – Long Course Title

080 Social & Behavioral Sciences

Prefix – Course Number – Long Course Title

090 Integrative & Experiential Learning

Prefix – Course Number – Long Course Title

- B. Major Requirements - Major requirements include required courses, restricted electives, concentrations, and support courses as applicable. Required courses typically draw largely from one academic department; however, interdisciplinary programs may include courses from more than one department.

Format:

TEXT TO APPEAR ABOVE ALL MAJOR REQUIREMENTS COURSES (if necessary)

Example:

Students will complete XX required courses, XX of prescribed electives and XXX hours in the XXXX concentration.

C.1 Required Courses - Required courses provide a foundation for in-depth understanding of the discipline. Required courses are taken by all students in the major.

Format:

TEXT TO APPEAR ABOVE ALL REQUIRED COURSES (if necessary)

List of courses – X hours

Text to appear above list of courses (if necessary)

Prefix – Course Number – Long Course Title

Note: Required courses can be divided by subtopic as applicable.

Example:

Required Courses – 15 hours

Students will complete a total of 15 hours of required courses from the list below. [text above all required courses]

Theory – 6 hours [list of courses title]

Complete two courses from: [text above 1st list of courses]

Prefix – Course Number – Title

Prefix – Course Number – Title

Prefix – Course Number – Title

Application – 9 hours [list of courses title]

Complete three courses from: [text above 2nd list of courses]

Prefix – Course Number – Title

Prefix – Course Number – Title

Prefix – Course Number – Title

Prefix – Course Number – Title

C.2 Prescribed Electives (if applicable) - Prescribed electives provide guidance to students for exploring courses within the discipline or field of study. Prescribed electives complement required courses and are numerous enough to provide breadth and depth of study.

Format:

TEXT TO APPEAR ABOVE ALL PRESCRIBED ELECTIVE COURSES (if necessary)

List of courses – X hours

Text to appear above list of courses (if necessary):

Prefix – Course Number – Long Course Title

Note: Required courses can be divided by subtopic as applicable.

Example:

Prescribed Elective Courses – 6 hours

Students must complete one course from each of the categories below. [text above all prescribed electives]

Biology Electives – 3 hours [list of courses title]

Choose one from: [text above 1st list of courses]

Prefix – Course Number – Title

Prefix – Course Number – Title

Prefix – Course Number – Title

Chemistry Electives – 3 hours [list of courses title]

Choose one from: [text above 2nd list of courses]

Prefix – Course Number – Title

Prefix – Course Number – Title

Prefix – Course Number – Title

C.3 Concentration (if applicable) - A concentration is a designated and coherent set of courses designed to develop an area of emphasis within the major.

Format:

TEXT TO APPEAR ABOVE ALL CONCENTRATION COURSES (if necessary)

List of courses – X hours

Text to appear above list of courses (if necessary)

Prefix – Course Number – Long Course Title

Note: Required courses can be divided by subtopic as applicable.

Example:

[Name] Concentration Courses – 6 hours

Students will complete two courses from the lists below (if necessary) [text above all concentration courses]

Biochemistry Courses

Choose from following courses to learn more about XXXXX. [text above course list]

Prefix – Course Number – Title

Prefix – Course Number – Title

Prefix – Course Number – Title

Medicinal Chemistry Courses

Choose from following courses to learn more about XXXXX. [text above course list]

Prefix – Course Number – Title

Prefix – Course Number – Title

Prefix – Course Number – Title

C.4 Support Courses (if applicable) - Support courses consist of a brief list from one or multiple fields, often outside, but complementary to the discipline, that provide pre- or co-requisite knowledge, skills and experiences for success in the major.

Format:

TEXT TO APPEAR ABOVE ALL SUPPORT COURSES (if necessary)

List of courses – X hours

Text to appear above list of courses (if necessary)

Prefix – Course Number – Long Course Title

Note: Required courses can be divided by subtopic as applicable.

Example:

Support Courses – 12 hours

Students will complete two courses from the lists below (if necessary) [text above all concentration courses]

Mathematics Support Courses

Complete the following courses. [text above course list]

Prefix – Course Number – Title

Prefix – Course Number – Title

Prefix – Course Number – Title

Science Support Courses

Complete the following courses. [text above course list]

Prefix – Course Number – Title

Prefix – Course Number – Title

Prefix – Course Number – Title

- C. **Minor** (if applicable) - A minor is a designated area of study outside of the major that allows the student to explore a secondary discipline or field of study. Minors are approved by the Undergraduate and must be completed concurrently with the undergraduate degree.

TEXT TO APPEAR IN MINOR SECTION:

Minors vary in credit hours required. If applicable, the credit hours in the minor selected may impact the number of free electives required to reach the 120 credit hours needed to earn a bachelor's degree.

- D. **Free Electives** (if applicable) – Free electives are courses with no prescribed or restricted list of courses.

TEXT TO APPEAR IN FREE ELECTIVE SECTION:

If the program has free electives, the following text will be added:

Free electives credit hours required may vary to achieve the institutional minimum of 120 hours for a degree.

If the program's required advanced hours do not add up to 42, the following text will be added:

Free elective credit hours at the advanced level may be needed to achieve the institutional minimum of 42 advanced hours.

- E. **Teacher Education** (if applicable)

Format:

TEXT TO APPEAR ABOVE ALL TEACHER EDUCATION COURSES (if necessary)

List of courses – X hours

Text to appear above list of courses (if necessary)

Prefix – Course Number – Long Course Title

Section 3: Programs Notes

Major Specific Admission Requirements - Major admission requirements are any requirements beyond the institutional requirements to be met to be admitted to the major.

Major Specific Progression Requirements - Major progression requirements are included when programs are sequenced and structured in a manner that requires completion of certain courses with specific grades before advancing to the next sequence of courses. Can also include other benchmark requirements that prohibit progression in the program if not met.

Major Specific Graduation Requirements - Major graduation requirements are included when graduation requirements differ from institutional requirements (e.g., GPA in the major greater than 2.5).