

MEMORANDUM

TO: James Mower, Senate Chair
FROM: Havidán Rodríguez, President
DATE: December 18, 2018
SUBJECT: Senate Bill Approval

I am pleased to approve the following Senate Bill, which was recommended following approval by the University Senate at its meeting of December 10, 2018:

Senate Bill 1819-07: PROPOSALS TO ESTABLISH A COMBINED BS INFORMATICS/MS INFORMATION SCIENCE AND A COMBINED BA/BS IN EMERGENCY PREPAREDNESS, HOMELAND SECURITY AND CYBERSECURITY/MS INFORMATION SCIENCE

Approved: _____

Havidán Rodríguez, President

UNIVERSITY SENATE

UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

Introduced by: The Undergraduate Academic Council
University Policy and Planning Council

Date: December 10, 2018

**Proposals to Establish Combined BS Informatics/MS Information Science and BA/BS in
Emergency Preparedness, Homeland Security and Cybersecurity/MS Information Science**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the University Senate approves the attached program proposals as submitted by the College of Emergency Preparedness, Homeland Security and Cybersecurity and approved by UAC and UPPC
2. That these programs take effect for the Spring 2019 semester.
3. That this proposal be forwarded to President Havidán Rodríguez for approval.

Proposal for Informatics BS/Information Science MS

INF BS requirements:

General Program B.S. (combined major and minor sequence) A minimum of 54 credits as follows:

Core courses (42 credits)

Information and Society (9 credits)

I INF 100X Information in the 21st Century

I INF 301 Emerging Trends in Information and Technology

I INF 499 Senior Seminar in Informatics

Practical Applications (15 credits)

I INF 108 Programming for Problem Solving or I CSI 105 Computing and Information (or substitute I CSI/I CEN 201 Introduction to Computer Science)

I INF 201 Introduction to Web Technologies

I INF 202 Introduction to Data and Databases

I INF 203 Introduction to Networks and Systems

I INF 305 Digital Project Management

Math (3 credits)

Any A MAT course between 100 - 299 (except A MAT 108 Elementary Statistics)

Research (6 credits)

I INF 200 Research Methods for Informatics (or substitute A SOC 220 Introduction to Social Research)

A MAT 108 Elementary Statistics (or substitute A SOC 221 Statistics for Sociologists)

Experiential Learning (9 credits)

Students will be advised into course-related experiences that complement their chosen concentration. Some classes may be repeated twice for a total of 6 credits but Online IT students only may complete I INF 469 (9 credits) to fulfill this requirement.

I INF 463 Professional Innovations I

I INF 464 Professional Innovations II

I INF 465 Senior Capstone in Informatics (repeatable)

I INF 466 Independent Research (repeatable)

I INF 467 Technology-Based Community Support (repeatable)

I INF 468 Undergraduate Internship (repeatable)

I INF 469 Undergraduate Internship for Fully Online Students

E APS 390 Internship in Higher Education (as appropriate)

E APS 487 or E APS 456, E APS 457 Peer Education (as appropriate)

C EHC 350 Cybersecurity Case Analysis - The Threat Within

C EHC 390 Internship Experience in Emergency Preparedness, Homeland Security & Cybersecurity

C EHC 410 Capstone Project in Emergency Preparedness, Homeland Security & Cybersecurity

R SSW 290 Community and Public Service Program (as appropriate)

R SSW 390 Community and Public Service Program II (as appropriate)

U UNI 289 Applied Learning Advanced Internship (as appropriate)

U UNI 390 Internships for Juniors and Seniors

Concentrations (at least 12 credits) Select one concentration.

Interactive User Experience

I INF 302 Human-Computer Interactive Design

I INF 362 Intermediate Interactive Design Select

two courses from:

I INF/I CSI 124X Cybersecurity Basics

I INF 308 Programming for Informatics

I INF 363 Digital Design

I INF 401 Case Studies in Digital Citizenship

I INF 462 Current Technologies in Interactive Design

I INF 496 Intermediate Special Topics in Informatics (as appropriate, repeatable)

I CSI 107 Web Programming

A DOC/A JRL 324 Introduction to Documentary Photography

A DOC/A HIS 330 Foundations of Documentary Web/Hypermedia Production

A DOC/A HIS 406 Practicum in Historical Documentary Filmmaking

A DOC/A HIS 407 Readings and Practicum in Digital History and Hypermedia

Cybersecurity

I INF/I CSI 124X Cybersecurity Basics

I INF 306 Information Security and Assurance Select

two courses from:

I INF 401 Case Studies in Digital Citizenship

I INF 452 Computer and Network Security

I INF 453 Information Security and Privacy

I INF 454 Human Aspects of Cybersecurity

I INF 455 Prevention and Protection Strategies in Cybersecurity

I INF 496 Intermediate Special Topics in Informatics (as appropriate, repeatable)

C EHC 399 Selected Topics in Emergency Preparedness, Homeland Security & Cybersecurity (as appropriate, repeatable)

C EHC 455 Principle and Practice of Cybersecurity

C EHC 449 Cybersecurity: Long Term Planning and Risk Management

C EHC 469 Cyber Threats and Intelligence

I CSI 300Z Social, Security, and Privacy Implications of Computing

I CSI 424 Information Security

I CSI 426 Cryptography

Social Media

I INF/I CSI 131 Introduction to Data Analytics: Seeking Information in Data with Computation
I INF 307 Current Topics in Social Media Select two courses from:
I INF 308 Programming for Informatics
I INF 363 Digital Design
I INF 401 Case Studies in Digital Citizenship
I INF 496 Intermediate Special Topics in Informatics (as appropriate, repeatable)
C EHC 399 Selected Topics in Emergency Preparedness, Homeland Security & Cybersecurity (as appropriate, repeatable)
I CSI 432 Network Science
A DOC/A HIS 224 Nonfiction Media Storytelling
A SOC 210 Sociology of Culture
A SOC 255 Mass Media
A SOC 270 Social and Demographic Change

Data Analytics

I INF/I CSI 131 Introduction to Data Analytics: Seeking Information in Data with Computation
I INF 300 Probability and Statistics for Data Analytics Select two courses from:
I INF 407 Modern Issues in Databases
I INF 428 Analysis, Visualization, and Prediction in Analytics
I INF 451 Bayesian Data Analysis and Signal Processing
I IST 433 Information Storage and Retrieval
C EHC 399 Selected Topics in Emergency Preparedness, Homeland Security & Cybersecurity (as appropriate, repeatable)
I CSI 431 Data Mining
I CSI 432 Network Science I
CSI 436 Machine Learning

Software Development

I CSI 201 Introduction to Computer Science
I CSI 310 Data Structures
I CSI 418Y Software Engineering Select
one course from:
I INF 455 Prevention and Protection Strategies in Cybersecurity
I CSI 405 Object Oriented Programming Principles and Practice

Information Technology (online only)

I INF 302 Human-Computer Interactive Design
I INF 303 Intermediate Networking
I INF 306 Information Security and Assurance
I INF 308 Programming for Informatics

Self-Designed (with Departmental Approval only)

Student must provide a proposal of courses to take to support the proposed self-designed concentration that includes at least four courses. At least 9 credits of a self-designed concentration should be taken while enrolled in the Informatics B.S. program. A proposal must be approved by CEHC faculty before the student can declare it.

MS Information Science (* indicates courses that will be counted toward both awards)

IST 601: The Information Environment (3)* (would sub for INF 499)
IST 602: Information and Knowledge Organization (3)
IST 608: Research Methods (3)* (would sub for INF 466)
IST 614: Administration of Information Agencies (3)* (would sub for 1 elective in a concentration)
IST 668: Internship (3)* (would sub for INF 468)
Archives/Records Administration Track
Required Track Courses :
-IST 546: Fundamentals of Records Management (3)
-IST 547: Electronic Records Management (3)
-IST 654: Preservation Management in Archives and Libraries (3) [or IST 660: Archival Representation (3)]
- IST 656: Archives and Manuscripts (3)
Track Electives: 9 credits
Library and Information Services Track
Required Track Courses :
-IST 603: Information Processing (3)
-IST 605: Information Sources and Services (3)
Track Electives: 15 credits
Information Management & Technology Track*
Required Track Courses :
-IST 533: Information Storage and Retrieval (3)
-IST 611: Information Systems (3)
-IST 565: Human Information Behavior (3)
-IST 560: Information and Public Policy (3)
Track Electives: 9 credits
Intelligence Analysis Track
Required Track Courses:
-EHC 557 Intelligence Analysis (4)
-IST 667 Intelligence Analysis Research Seminar (3)
Tool Options: 3-4 credits, new course:
-IST 529 Text Analysis (3)
Track Electives: 12 credits, new courses:
-EHC 628 Leaders and Individual Assessment (3)
-EHC 629 Transnational Organized Crime (3)
Data Analytics Track

<p>Required Track Courses: -IST 506 Database Systems and Data Analysis (3) -INF 624 Predictive Modeling (3)</p>
<p>Tool Options: 3-4 credits, new course: - IST 529 Text Analysis (3)</p>
<p>Track Electives: 12 credits, new courses: -INF 625 Data Mining (3) -INF 626 Big Data and Stream Analytics (3) - INF 627 Data Analytics Practicum (3)</p>

What is the length of time students will have to complete the proposed program?

Students will have six years from their date of admission into the combined program to complete the program.

What are the admissions requirements for the new program, and how are they related to student success?

Applications for the combined BS/MSIS program are accepted for the fall, winter, spring or summer enrollment. Applicants must have completed at least 56 undergraduate credits and must possess a GPA of 3.2 or higher. The best time to apply for the combined BS/MSIS program is at the end of your junior year.

All applications must be submitted through the University's Online Application System. Supplementary materials such as the statement of background and goals and resume should be uploaded into the online application system. The GRE requirement is waived for BS/MSIS applicants.

Application Checklist:

- Completed degree application
- Official transcripts of all undergraduate work to date (official UAlbany transcripts need not be submitted)
- Two letters of recommendation
- 1 to 2 page statement of goals
- Resume
- Standard application fee

How are these requirements related to student success?

The requirements for the BS/MS emphasize the preparation students need to be successful in this program. The GPA benchmark ensures students are achieving at the appropriate level for competence in their field. A B+ average is evidence that a student has performed commendably in his or her program and has strong potential to continue doing so. The MSIS program requires students to have the ability to think critically as well as analyze and solve problems. The undergraduate requirements set forth in the combined degree program provide the tools to begin that process.

**Proposal for Emergency Preparedness, Homeland Security BA and Cybersecurity BS/Information Science MS EHC
 BA/BS Requirements:**

Emergency Preparedness, Homeland Security and Cybersecurity Core (18 credits):

C EHC/R PAD 101 Introduction to Emergency Preparedness, Homeland Security & Cybersecurity
C EHC 210 Critical Inquiry and Communication in Emergency Preparedness, Homeland Security & Cybersecurity
C EHC 242 Cybersecurity
C EHC/R PAD/R POS 343 Homeland Security
C EHC/R PAD 344 Emergency Preparedness
C EHC 345 Leadership and Ethics in Emergency Preparedness, Homeland Security & Cybersecurity

Applied or Experiential Learning (9 credits):

C EHC 310 Research Seminar in Emergency Preparedness, Homeland Security & Cybersecurity
C EHC 390 Internship Experience in Emergency Preparedness, Homeland Security & Cybersecurity
C EHC 410 Capstone Project in Emergency Preparedness, Homeland Security & Cybersecurity

Non-credit training in Emergency Preparedness, Homeland Security & Cybersecurity

Students must complete 100 hours selected from a list of approved trainings and documented in Blackboard. Student must complete the minimum number of hours required in each training tier as follows: Foundational – 30 hours; Professional Development – 20 hours; Community Engagement – 15 hours; Concentration Specific – 35 hours.

Approved Concentrations: Four courses of which at least two courses are at the 300 level or above in one of three concentrations (12 credits):

Cybersecurity Concentration (General Program B.S.)

C EHC 350 Cybersecurity Case Analysis - The Threat Within
C EHC/R PAD 445 Principles and Practices of Cybersecurity
C EHC/R PAD 449 Cybersecurity: Long Term Planning and Risk Management
C EHC/R PAD 469 Cyber Threats and Intelligence
B FOR 100 Introduction to Information Systems
B FOR 201 Introduction to Digital Forensics
B FOR 202 Cyber Crime Investigations or B FOR 206 Programming for Analytics
B FOR 203 Networking and Cryptography
B FOR 204 Introduction to Cybersecurity or I INF/I CSI 124X Cybersecurity Basics
B FOR 205 Introduction to Database Systems or B FOR 300 Databases for Digital Forensics B
FOR 410 International Cyber Conflicts
B FOR 412 Cyber Incident Analysis
I INF 202 Introduction to Data and Databases
I INF 306 Information Security and Assurance

Emergency Preparedness Concentration (General Program B.A.)

C EHC 393 Simulation: Building Security and Preparedness

C EHC/R PAD 455 Disaster, Crisis and Emergency Management and Policy
C EHC/R PAD 471 Military Forces in Support of Civil Authorities
C EHC/R PAD 472 Disasters and Crisis Management in the Public, Private, and Nonprofit Sectors
A ATM 100 The Atmosphere
A ATM 103 Introduction to Climate Change
A ATM 107 The Oceans
A ATM 200 Natural Disasters
A ENV/A GEO 105 Introduction to Environmental Science
A GOG 290 Introduction to Cartography
A GOG 484 Remote Sensing I
A USP 201 Introductory Urban Planning
A USP 315 State and Regional Planning
A USP/A GOG 430 Environmental Planning
A USP 456/A GOG 496 Geographic Information Systems
A USP 474 Site Planning
A USP 475 Urban Design
H SPH 201 Introduction Public Health
H SPH 231 Concepts in Epidemiology
T SPH/R POS/R PAD 272 Health and Human Rights: an Interdisciplinary Approach
H SPH 321 Global Environmental Issues and Their Effect on Human Health
H SPH/H EHS 323 Environmental Laboratory Perspectives in Public Health
H SPH 341 Promoting Healthy People and Communities
R PAD/R POS 140 Introduction to Public Policy
R POS/R PAD 321 State and Local Government
R POS 336 Civil Liberties

Homeland Security Concentration (General Program B.A.)

C EHC 221 Introduction to Intelligence
C EHC 320 Psychology of Terrorism
C EHC 321 Human Trafficking
C EHC 324 Civil Liberties in Context: Emergency Preparedness, Homeland Security & Cybersecurity
C EHC 325 Critical Infrastructure
C EHC 355 Comparative Homeland Security
C EHC 356 Transnational Crime
C EHC 393 Simulation: Building Security and Preparedness
C EHC/R PAD 456 Homeland Security Intelligence
C EHC/R PAD 457 Intelligence Analysis for Homeland Security

C EHC/R PAD 459 Homeland Security: Building Preparedness Capabilities

A BIO 175 Forensic Science Investigation

R CRJ 201 Introduction to the Criminal Justice Process

R CRJ 202 Introduction to Law and Criminal Justice

R CRJ/A SOC 203 Criminology

R CRJ 281 Introduction to Statistics in Criminal Justice

R CRJ 351 Policing in a Free Society

R CRJ 353/R POS 363 American Criminal Courts

R CRJ 401 Crime Deviation and Conformity

R CRJ 417 Cross-National Crime

R CRJ 418 Information Use and Misuse in Criminal Justice

R POS/R PAD 140 Introduction to Public Policy

T POS 260 Political Violence

T POS 261Y/R POS 361 Comparative Ethnicity

R POS/R PAD 316 Methodological Tools for Public Policy

R POS 320 American Federalism

R POS 360 Violent Political Conflict

MS Information Science (* indicates courses that will be counted toward both awards)

IST 601: The Information Environment (3)* (would sub for 1 elective in a concentration)
IST 602: Information and Knowledge Organization (3)
IST 608: Research Methods (3)* (would sub for EHC 410)
IST 614: Administration of Information Agencies (3)* (would sub for 1 elective in a concentration)
IST 668: Internship (3)* (would sub for INF 468 which would sub for EHC 390)
Archives/Records Administration Track
Required Track Courses :
-IST 546: Fundamentals of Records Management (3)
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-IST 654: Preservation Management in Archives and Libraries (3) [or IST 660: Archival Representation (3)]
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Required Track Courses:
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What is the length of time students will have to complete the proposed program?

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What are the admissions requirements for the new program, and how are they related to student success?

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Applicants must have completed at least 56 undergraduate credits and must possess a GPA of 3.2 or higher. The best time to apply for the combined BA-BS/MSIS program is at the end of your junior year.

All applications must be submitted through the University's Online Application System. Supplementary materials such as the statement of background and goals and resume should be uploaded into the online application system. The GRE requirement is waived for BA-BS/MSIS applicants.

Application Checklist:

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University at Albany – State University of New York	
Course and Program Action Form	Proposal No.
Please check one: <input type="checkbox"/> Course Proposal	<input checked="" type="checkbox"/> Program Proposal
Please mark all that apply:	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

New Course Cross-Listing Title Prerequisites Shared-Resources Course Credits Deactivate/Activate Course (boldface & underline as Other (specify): appropriate) Department: <u>CEHC</u>	Revision of: Number Description <input type="checkbox"/> Effective Semester, Year: Spring 2019	<input type="checkbox"/> <input type="checkbox"/>								
Course Number Current: _____ New: Credits: _____ Title: Create combined UG/Grad program in INF/MSIS Course Description to appear in Bulletin:										
<p>INF BS course Replaced by MSIS core course</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">INF 499</td> <td style="width: 50%;">IST 601</td> </tr> <tr> <td>INF 466</td> <td>IST 608</td> </tr> <tr> <td>INF 468</td> <td>IST 668</td> </tr> <tr> <td>Course in any concentration</td> <td>IST 614</td> </tr> </table>			INF 499	IST 601	INF 466	IST 608	INF 468	IST 668	Course in any concentration	IST 614
INF 499	IST 601									
INF 466	IST 608									
INF 468	IST 668									
Course in any concentration	IST 614									
Prerequisites statement to be appended to description in Bulletin:										
If S/U is to be designated as the only grading system in the course, check here: <input type="checkbox"/> This course is (will be) cross listed with (i.e., CAS ###): This course is (will be) a shared-resources course with (i.e., CAS ###):										
Explanation of proposal: <p>This proposal would offer a 5 year integrated undergraduate BS in Informatics with the MS in Information Science. It uses four of the five required core courses in the MSIS to substitute for 4 undergraduate majors courses to reduce the time to and cost of graduation with undergraduate (BS INF) and graduate (MSIS) degrees.</p>										
Other departments or schools which offer similar or related courses and which have certified that this proposal does not overlap their offering:										
Chair of Proposing Department Date <u>N/A</u>										
Approved by Chair(s) of Departments having cross-listed course(s) [Copy of e-mail approval on following page.] Date		Dean of College Date								
N/A		Robert Griffin 10/24/18								
Chair of Academic Programs Committee Date Jennifer Goodall 10/16/18		Dean of Undergraduate or Graduate Education Date								

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University at Albany – State University of New York

Course and Program Action Form **Proposal No.**

Please check one: Course Proposal Program Proposal

Please mark all that apply:

<input type="checkbox"/>	New Course	Revision of: Number	Description	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cross-Listing Title			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Shared-Resources Course			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Deactivate/Activate Course (boldface & underline as Other			<input type="checkbox"/>	(specify): appropriate)
<input type="checkbox"/>	Department: <u>CEHC</u>	Effective Semester, Year: <u>Spring 2019</u>			

Course Number Current: _____ New: Credits:

Title: Create combined UG/Grad program in EHC/MSIS
Course Description to appear in Bulletin:

EHC BA/BS course Replaced by MSIS core course
Course in any IST 601 concentration
EHC 410 IST 608
EHC 390 IST 668 Course
in any IST 614 concentration

Prerequisites statement to be appended to description in Bulletin:

If S/U is to be designated as the only grading system in the course, check here:

This course is (will be) cross listed with (i.e., CAS ###):
This course is (will be) a shared-resources course with (i.e., CAS ###):

Explanation of proposal:

This proposal would offer a 5 year integrated undergraduate BA/BS in Emergency Preparedness, Homeland Security and Cybersecurity with the MS in Information Science. It uses four of the five required core courses in the MSIS to substitute for 4 undergraduate majors courses to reduce the time to and cost of graduation with undergraduate (BA/BS EHC) and graduate (MSIS) degrees.

Other departments or schools which offer similar or related courses and which have certified that this proposal does not overlap their offering:			
Chair of Proposing Department		Date N/A	
Approved by Chair(s) of Departments having cross-listed course(s) [Copy of e-mail approval on following page.]		Dean of College	
Date		Date	
N/A		Robert Griffin	
		10/24/18	
Chair of Academic Programs Committee		Dean of Undergraduate or Graduate Education	
Jennifer Goodall		Date	
Date		Date	
10/16/18			

CEHC Proposal for 5-year combined programs with the INF BS & MSIS and EHC BA/BS & MSIS

INF BS/MSIS

IST 601: The Information Environment (3)* (would sub for INF 499)
IST 608: Research Methods (3)* (would sub for INF 466)
IST 614: Administration of Information Agencies (3)* (would sub for 1 elective in a concentration)
IST 668: Internship (3)* (would sub for INF 468)

EHC BS-BS/MSIS

IST 601: The Information Environment (3)* (would sub for 1 elective in a concentration)
IST 608: Research Methods (3)* (would sub for EHC 410)
IST 614: Administration of Information Agencies (3)* (would sub for 1 elective in a concentration)
IST 668: Internship (3)* (would sub for INF 468 which would sub for EHC 390)

What is the length of time students will have to complete the proposed program?

Students will have six years from their date of admission into the combined program to complete the program.

What are the admissions requirements for the new program, and how are they related to student success?

Applications for the combined BS/MSIS program are only accepted for the fall, winter, spring or summer enrollment. Applicants must have completed at least 56 undergraduate credits and must possess a GPA of 3.2 or higher. The best time to apply for the combined BA-BS/MSIS program is at the end of your junior year.

All applications must be submitted through the University's Online Application System. Supplementary materials such as the statement of background and goals and resume should be uploaded into the online application system. The GRE requirement is waived for BA-BS/MSIS applicants.

Application Checklist:

- Completed degree application
- Official transcripts of all undergraduate work to date (official UAlbany transcripts need not be submitted)
- Two letters of recommendation
- 1 to 2 page statement of goals
- Resume
- Standard application fee

How are these requirements related to student success?

The requirements for the BS/MS emphasize the preparation students need to be successful in this program. The GPA benchmark ensures students are achieving at the appropriate level for competence in their field. A B+ average is evidence that a student has performed commendably in his or her program and has strong potential to continue doing so. The MSIS program requires students to have the ability to think critically as well as analyze and solve problems. The undergraduate requirements set forth in the combined degree program provide the tools to begin that process.



When submitting a program proposal please submit this form to indicate the resource implications of the proposal.

Proposal Title: _____
College or School _____ Other (describe) _____
Department _____

Program Director or Sponsor _____
Email _____

Action Category Program Proposal Other (describe)
 Does this proposal include any space resource implications? Approx. sq. ft. needed: _____ Yes No

Action Type New Revision Deactivation
 Does the Office of Financial Aid identify this as a **Gainful Employment** Program (GEP)? Yes No

Brief Description of Proposal: *(attach additional pages if necessary)* _____

Is there an impact on other service units? Please attach documentation that you have consulted with each unit listed below:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	ITS
<input type="checkbox"/>	<input type="checkbox"/>	University Libraries
<input type="checkbox"/>	<input type="checkbox"/>	Scientific Core Facilities
<input type="checkbox"/>	<input type="checkbox"/>	Other services (i.e., advisement, parking, facilities, security), please list:

Is there an impact on other academic programs? Please list all academic departments consulted regarding impact and attach documentation.

Faculty and Staff *(attach additional pages if necessary)*

- (a) Describe new faculty hiring needed during the next 3 years
- (b) Explain how program will be administered for the purposes of admissions, advising, course offerings, etc. Discuss the available support staff.

Program Expenses

List all resources that will be engaged specifically as a result of the proposed program (e.g., a new faculty position or additional library resources). If they represent a continuing cost, new resources for a given year should be included in the subsequent year(s), with adjustments for inflation or negotiated compensation.

Program Expense Categories	Expenses (in dollars)					
	Prior to implementation	Academic Year 1:	Academic Year 2:	Academic Year 3:	Academic Year 4:	Academic Year 5:
(a) Personnel (including faculty and all others)						
(b) Library						



<i>(c) Equipment</i>						
<i>(d) Laboratories</i>						
<i>(e) Supplies</i>						
<i>(f) Capital Expenses</i>						
<i>(g) Student stipends or scholarships</i>						
<i>(h) Other (specify):</i>						
Sum of Rows Above	\$	\$	\$	\$	\$	\$

Explanatory Notes (add additional pages as needed):

APPROVALS

Department Chair _____
 Department Chair _____ Date _____

Dean _____
 Dean _____ Date _____

UPPC Chair _____
 UPPC Chair _____ Date _____



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It is the sponsoring department's responsibility to request and attach all required documentation and to obtain all required signatures (with the exception of the chair of UPPC's) **before** presenting the documentation.

- Completed forms should be sent to the **Office of Undergraduate Education**, the **Office of Graduate Education**, or **both** as appropriate.

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When the Chair of UPPC has received the proposal from the appropriate office(s), s/he will notify you that it has been placed on the UPPC agenda and invite you to attend the meeting.