SUNY approval and SED registration are required for many changes to registered programs. To request a change to a registered program leading to an undergraduate degree, a graduate degree, or a certificate that does not involve the creation of a new program,[1] a Chief Executive or Chief Academic Officer must submit **a signed cover letter and this completed form** to the SUNY Provost at *program.review@suny.edu*.

Section 1. General Information		
a) **Institutional Information**	Institution's 6-digit SED Code:	**210500**
	Institution's Name:	**University at Albany, SUNY**
	Address:	*1400 Washington Avenue, Albany, NY 12222*
b) **Program Locations**	List each campus where the entire program will be offered (with each institutional or branch campus 6-digit SED Code):	
	List the name and address of off-campus locations (i.e., extension sites or extension centers) where courses will offered, **or check here [ ] if not applicable**:	
c) **Registered Program to be Changed**	Program Title:	**Information Science**
	SED Program Code	**91339 - Information Science** **The revised MSIS Program additionally updates multi-award bachelor/master's and MA/MS programs with the following SED Program Codes: 28812-28829, 28831, 28833-28834, 28836-28849, 28851, 28853-28860, 28869, 29079, 89052 & 89063.**
	Award(s) (e.g., A.A., B.S.):	M.S.
	Number of Required Credits:	Minimum [36] If tracks or options, largest minimum [ ]
	HEGIS Code:	1601
	CIP 2010 Code:	11.0401
	Effective Date of Change:	September 1, 2018
	Effective Date of Completion[2]	August 31, 2023
d) **Campus Contact**	Name and title: **Jonathan Bartow, Vice Dean for Graduate Education** Telephone and email: **Telephone: (518) 437-5062, E-mail: jbartow@albany.edu**	
e) **Chief Executive or Chief Academic Officer Approval**	**Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. *E-signatures are acceptable.*** Name and title: **James R. Stellar, Provost and Senior Vice President for Academic Affairs** Signature and date:	
	If the program will be registered jointly[3] with one or more other institutions, provide the following information for each institution:	
	Partner institution's name and 6-digit SED Code: N/A	

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[1] To propose changes that would create a new program, Form 3B, Creating a New Program from Existing Program(s), is required.

[2] If the current program(s) must remain registered until enrolled students have graduated, the anticipated effective date by which continuing students will have completed the current version of the program(s).

[3] If the partner institution is non-degree-granting, see SED's CEO Memo 94-04.

	Name, title, and signature of partner institution's CEO (or **append** a signed letter indicating approval of this proposal):

Section 2. Program Information

Section 2.1. Changes in Program Content

[ ] No changes in program content. *Proceed to Section 2.2.*

a) **Check all that apply. Describe each proposed change and why it is proposed.**

[ ] Cumulative change from SED's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits for associate degree programs, 40 credits for bachelor's degree programs)

[ ] Changes in a program's focus or design

[X] Adding or eliminating one or more options, concentrations or tracks

[ ] Eliminating a requirement for program completion (such as an internship, clinical placement, cooperative education, or other work or field-based experience). Adding such requirements must remain in compliance with SUNY credit cap limits.

[ ] Altering the liberal arts and science content in a way that changes the degree classification of an undergraduate program, as defined in Section 3.47(c)(1-4) of Regents Rules

The University at Albany's MS degree in Information Science (MSIS) provides a strong basis for knowledge and information-based study and careers. As the world of data, information, and knowledge evolves, so to will our degree. Currently, we propose to add two new concentrations to our degree. These concentrations are in Intelligence Analysis and Data Analytics.

Both Intelligence Analysis and Data Analytics are high job growth areas (US Bureau of Labor Statistics, Occupational Outlook Handbook) with employers who are searching for candidates with strong credentials and experience beyond and undergraduate degree although not necessarily at the PhD level. In addition, the large number of undergraduates in our Bachelors programs include a significant number seeking graduate degrees in these and other areas. Currently those students seek other programs, frequently at other Universities. This present a growth opportunity for CEHC and UAlbany.

The Intelligence Analysis concentration takes advantage of the University's new College of Emergency Preparedness, Homeland Security, and Cybersecurity (CEHC), of which the MSIS program is now a part. The existing MSIS provides a suitable framework for an Intelligence Analysis concentration that is heavily dependent on the knowledge of the acquisition, management, and analysis of information—the core focus of the MSIS.

The Data Analytics concentration will add a strong, forward-looking technical dimension to the MSIS program. As sensors, computers, and networks provide more and more data about our world, it is important that we be able to gather, store, analyze and base predictions upon these data. In the context of the MSIS, this concentration is about the active, technical efforts to gather data, and to turn it into actionable knowledge. Approaching it from the information and knowledge-based perspective of the MSIS program differentiates it from other disciplinary approaches to data analysis, such as computer science, or mathematics/statistics. The program also leverages, and ties into, existing concentrations in CEHC's Informatics BS program, and its Information Science Ph.D. program.

b) **Provide** a side-by-side comparison of all the courses in the existing and proposed revised program that clearly indicates all new or significantly revised courses, and other changes.

36 Credit MSIS Program	Proposed 36 Credit MSIS Program
IST 601: The Information Environment (3)	IST 601: The Information Environment (3)
IST 602: Information and Knowledge Organization (3)	IST 602: Information and Knowledge Organization (3)
IST 608: Research Methods (3)	IST 608: Research Methods (3)
IST 614: Administration of Information Agencies (3)	IST 614: Administration of Information Agencies (3)
IST 668: Internship (3)	IST 668: Internship (3)
Archives/Records Administration Track	Archives/Records Administration Track
Core/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)	Core/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	Track Electives: 9 credits
Library and Information Services Track	Library and Information Services Track
Core/Required Track Courses: -IST 603: Information Processing (3) -IST 605: Information Sources and Services (3)	Core/Required Track Courses: -IST 603: Information Processing (3) -IST 605: Information Sources and Services (3)
Track Electives: 15 credits	Track Electives: 15 credits
Information Management & Technology Track	Information Management & Technology Track
Core/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)	Core/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	Track Electives: 9 credits
	Intelligence Analysis Track
	Core/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
	Core/Required Track Courses: -IST 506 Database Systems and Data Analysis (3) (renumbered from IST 658) **INF 624 Predictive Modeling (3)**
	Tool Options: 3-4 credits, new course: **-IST 529 Text Analysis (3)**
	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)

c) For each new or significantly revised course, **provide** a syllabus at the end of this form, and, on the *SUNY Faculty Table* provide the name, qualifications, and relevant experience of the faculty teaching each new or significantly revised course. NOTE: *Syllabi for all courses should be available upon request. Each syllabus should show that all work for credit is college level and of the appropriate rigor. Syllabi generally include a course description, prerequisites and corequisites, the number of lecture and/or other contact hours per week, credits allocated (consistent with [SUNY policy on credit/contact hours](#)), general course requirements, and expected student learning outcomes.*

See syllabi at end of form.

d) What are the additional costs of the change, if any? If there are no anticipated costs, explain why.

We anticipate the additional costs of this change to be two additional tenure track faculty and 1 staff support person to administer the program and the internship requirement.

Section 2.2. Other Changes

Check all that apply.   Describe each proposed change and why it is proposed.

- [ ] Program title
- [ ] Program award
- [ ] [Mode of delivery](#)
  NOTES: (1) If the change in delivery enables students to complete 50% of more of the program via distance education, submit a [Distance Education Format Proposal](#) as part of this proposal. (2) If the change involves adding an accelerated version of the program that impacts financial aid eligibility or licensure qualification, SED may register the version as a separate program.
- [ ] [Format change(s)](#) (e.g., from full-time to part-time), based on SED definitions, for the **entire** program
  1) State proposed format(s) and consider the consequences for financial aid
  2) Describe availability of courses and any change in faculty, resources, or support services.
- [ ] A change in the total number of credits in a certificate or advanced certificate program
- [ ] Any change to a registered licensure-qualifying program, or the addition of licensure qualification to an existing program. **Exception:** Small changes in the required number of credits in a licensure-qualifying program that <u>do not involve</u> a course or courses that satisfy one of the required content areas in the profession.

a) For **undergraduate programs**, complete the *SUNY Undergraduate Program Schedule* to show the sequencing and scheduling of courses in the program. If the program has separate tracks or concentrations, complete a *Program Schedule* for each one.

*NOTES: The **Undergraduate Schedule** must show **all curricular requirements** and demonstrate that the program conforms to SUNY's and SED's policies.*

- *It must show how a student can complete all program requirements within SUNY credit limits, unless a longer period is selected as a format in Item 2.1(c): two years of full-time study (or the equivalent) and 64 credits for an associate degree, or four years of full-time study (or the equivalent) and 126 credits for a bachelor's degree. Bachelor's degree programs should have at least 45 credits of upper division study, with 24 in the major.*
- *It must show how students in A.A., A.S. and bachelor's programs can complete, within the first two years of full-time study (or 60 credits), no fewer than 30 credits in approved SUNY GER courses in the categories of Basic Communication and Mathematics, and in at least 5 of the following 8 categories: Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, the Arts and Foreign Languages*
- * It must show how students can complete Liberal Arts and Sciences (LAS) credits appropriate for the degree.*
- *When a SUNY Transfer Path applies to the program, it must show how students can complete the number of SUNY Transfer Path courses shown in the Transfer Path Requirement Summary within the first two years of full-time study (or 60 credits), consistent with SUNY's Student Seamless Transfer policy and MTP 2013-03.*
- *Requests for a program-level waiver of SUNY credit limits, SUNY GER and/or a SUNY Transfer Path require the campus to submit a Waiver Request –with compelling justification(s).*

EXAMPLE FOR ONE TERM: Undergraduate Program Schedule

Term 2: Fall 20xx	Credits per classification						
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Prerequisite(s)
ACC 101 Principles of Accounting	4			4	4		
MAT 111 College Mathematics	3	M	3	3			MAT 110
CMP 101 Introduction to Computers	3						
HUM 110 Speech	3	BC	3			X	
ENG 113 English 102	3	BC	3				
Term credit total:	16	6	9	7	4		

b) *For **graduate programs**, complete the **SUNY Graduate Program Schedule**. If the program has separate tracks or concentrations, complete a **Program Schedule** for each one.*

*NOTE: The **Graduate Schedule** must include all curriculum requirements and demonstrate that expectations from Part 52.2(c)(8) through (10) of the Regulations of the Commissioner of Education are met.*

SUNY Undergraduate Program Schedule (*OPTION: You can paste an Excel version of this schedule AFTER this line, and delete the rest of this page.*)
Program/Track Title and Award:_____

a) Indicate **academic calendar type**: [ ] Semester   [ ] Quarter   [ ] Trimester   [ ] Other (describe):

b)

Term 1:	See KEY.						
Course Number & Title	**Cr**	**GER**	**LAS**	**Maj**	**TPath**	**New**	**Co/Prerequisites**
Term credit totals:							

Term 2:	See KEY.						
Course Number & Title	**Cr**	**GER**	**LAS**	**Maj**	**TPath**	**New**	**Co/Prerequisites**
Term credit totals:							

Term 3:	See KEY.						
Course Number & Title	**Cr**	**GER**	**LAS**	**Maj**	**TPath**	**New**	**Co/Prerequisites**
Term credit totals:							

Term 4:	See KEY.						
Course Number & Title	**Cr**	**GER**	**LAS**	**Maj**	**TPath**	**New**	**Co/Prerequisites**
Term credit totals:							

Term 5:	See KEY.						
Course Number & Title	**Cr**	**GER**	**LAS**	**Maj**	**TPath**	**New**	**Co/Prerequisites**
Term credit totals:							

Term 6:	See KEY.						
Course Number & Title	**Cr**	**GER**	**LAS**	**Maj**	**TPath**	**New**	**Co/Prerequisites**
Term credit totals:							

Term 7:	See KEY.						
Course Number & Title	**Cr**	**GER**	**LAS**	**Maj**	**TPath**	**New**	**Co/Prerequisites**
Term credit totals:							

Term 8:	See KEY.						
Course Number & Title	**Cr**	**GER**	**LAS**	**Maj**	**TPath**	**New**	**Co/Prerequisites**
Term credit totals:							

Program Totals (in credits):	**Total Credits:**	**SUNY GER:**	**LAS:**	**Major:**	**Elective & Other:**	**Upper Division:**	**Upper Division Major:**	**Number of SUNY GER Categories:**

KEY Cr: credits **GER:** SUNY General Education Requirement (Enter Category Abbreviation) **LAS:** Liberal Arts & Sciences (Enter credits) **Maj:** Major requirement (Enter credits) **TPath:** SUNY Transfer Path Courses (Enter credits) **New:** new course (Enter X) **Co/Prerequisite(s):** list co/prerequisite(s) for the noted courses **Upper Division:** Courses intended primarily for juniors and seniors **SUNY GER Category Abbreviations:** American History (AH), Basic Communication (BC), Foreign Language (FL), Humanities (H), Math (M), Natural Sciences (NS), Other World Civilizations (OW), Social Science (SS), The Arts (AR), Western Civilization (WC)

SUNY Graduate Program Schedule OPTION: You can insert an Excel version of this schedule AFTER this line, and delete the rest of this page.)

Program/Track Title and Award: Information Science, Data Analytics, M.S.

a) **Indicate academic calendar type: [X] Semester   [ ] Quarter   [ ] Trimester   [ ] Other (describe):**

b) **Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)**

c) **Use the table to show how a typical student may progress through the program; copy/expand the table as needed.**

d) **Complete the last row to show program totals and comprehensive, culminating elements. Complete all columns that apply to a course.**

<table>
<tr><td colspan="4">Term 1:Fall 1</td><td colspan="4">Term 2:Spring 1</td></tr>
<tr><td>Course Number & Title</td><td>Credits</td><td>New</td><td>Co/Prerequisites</td><td>Course Number & Title</td><td>Credits</td><td>New</td><td>Co/Prerequisites</td></tr>
<tr><td>IST 601: The Information Environment</td><td>3</td><td></td><td></td><td>IST 614: Administration of Information Agencies</td><td>3</td><td></td><td>IST 602</td></tr>
<tr><td>IST 602: Information and Knowledge Organization</td><td>3</td><td></td><td></td><td>INF 624: Predictive Modeling</td><td>3</td><td>X</td><td>IST 506</td></tr>
<tr><td>Tools course elective</td><td>3-4</td><td></td><td></td><td>IST 608: Research Methods</td><td>3</td><td></td><td></td></tr>
<tr><td>IST 506: Database Systems and Data Analysis</td><td>3</td><td>X</td><td></td><td>Data Analytics Elective</td><td>3</td><td></td><td></td></tr>
<tr><td align="right">Term credit total:</td><td>12</td><td colspan="2"></td><td align="right">Term credit total:</td><td>12</td><td colspan="2"></td></tr>
<tr><td colspan="4">Term 3: Fall 2</td><td colspan="4">Term 4:</td></tr>
<tr><td>Course Number & Title</td><td>Credits</td><td>New</td><td>Co/Prerequisites</td><td>Course Number & Title</td><td>Credits</td><td>New</td><td>Co/Prerequisites</td></tr>
<tr><td>IST 668: Internship</td><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Data Analytics Elective</td><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
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<tr><td align="right">Term credit total:</td><td>12</td><td colspan="2"></td><td align="right">Term credit total:</td><td></td><td colspan="2"></td></tr>
<tr><td colspan="4">Term 5:</td><td colspan="4">Term 6:</td></tr>
<tr><td>Course Number & Title</td><td>Credits</td><td>New</td><td>Co/Prerequisites</td><td>Course Number & Title</td><td>Credits</td><td>New</td><td>Co/Prerequisites</td></tr>
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<tr><td colspan="4">Term 7:</td><td colspan="4">Term 8:</td></tr>
<tr><td>Course Number & Title</td><td>Credits</td><td>New</td><td>Co/Prerequisites</td><td>Course Number & Title</td><td>Credits</td><td>New</td><td>Co/Prerequisites)</td></tr>
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<tr><td align="right">Term credit total:</td><td></td><td colspan="2"></td><td align="right">Term credit total:</td><td></td><td colspan="2"></td></tr>
<tr><td>Program Total:</td><td colspan="2">Total Credits: 36</td><td colspan="5">Identify the required comprehensive, culminating element(s), such as a thesis or examination, including course number(s), if applicable: IST 668: Internship</td></tr>
</table>

New: X if new course   **Prerequisite(s)**: list prerequisite(s) for the listed courses

SUNY Graduate Program Schedule *OPTION:* *You can insert an* *Excel version* *of this schedule AFTER this line, and delete the rest of this page.)*

Program/Track Title and Award: Information Science, **Intelligence Analysis, M.S.**

e) Indicate **academic calendar** type: [**X**] Semester   [ ] Quarter   [ ] Trimester   [ ] Other (describe):

f) **Label each term in sequence**, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)

g) Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.

h) Complete the last row to show program totals and comprehensive, culminating elements. **Complete all columns that apply to a course.**

Term 1:Fall 1				Term 2:Spring 1			
Course Number & Title	**Credits**	**New**	**Co/Prerequisites**	**Course Number & Title**	**Credits**	**New**	**Co/Prerequisites**
IST 601: The Information Environment	3			IST 614: Administration of Information Agencies	3		IST 602
IST 602: Information and Knowledge Organization	3			IST 608: Research Methods	3		
EHC 557: Intelligence Analysis	3	X		Intelligence Analysis Elective	3		
Tools course elective	3			Intelligence Analysis Elective	3		
Term credit total:	12			Term credit total:	12		
Term 3: Fall 2				**Term 4:**			
Course Number & Title	**Credits**	**New**	**Co/Prerequisites**	**Course Number & Title**	**Credits**	**New**	**Co/Prerequisites**
IST 667: Intelligence Analysis Research Seminar	3	X					
IST 668: Internship	3						
Intelligence Analysis Elective	3						
Intelligence Analysis Elective	3						
Term credit total:	12			Term credit total:			
Term 5:				**Term 6:**			
Course Number & Title	**Credits**	**New**	**Co/Prerequisites**	**Course Number & Title**	**Credits**	**New**	**Co/Prerequisites**
Term credit total:				Term credit total:			
Term 7:				**Term 8:**			
Course Number & Title	**Credits**	**New**	**Co/Prerequisites**	**Course Number & Title**	**Credits**	**New**	**Co/Prerequisites)**
Term credit total:				Term credit total:			
Program Total:	**Total Credits: 36**		**Identify the required comprehensive, culminating element(s), such as a thesis or examination, including course number(s), if applicable: IST 668: Internship**				

New: X if new course   **Prerequisite(s)**: list prerequisite(s) for the listed courses

a) If applicable, provide information on faculty members who will be teaching new or significantly revised courses in the program. Expand the table as needed.

b) Append at the end of this document position descriptions or announcements for each to-be-hired faculty member

(a) Faculty Member Name and Title and/or Rank at the Institution (Include and identify Program Director.)	(b) % of Time Dedicated to This Program	(c) Program Courses Which May Be Taught (Number and Title)	(d) Highest and Other Applicable Earned Degrees (include College or University)	(e) Discipline(s) of Highest and Other Applicable Earned Degrees	(f) Additional Qualifications: List related certifications and licenses and professional experience in field.
PART 1. Full-Time Faculty					
Michael Young	50	EHC 557, EHC 628, IST 529, IST 667	PhD, The Ohio State University	Political Science	15 years professional intelligence experience.
George Berg	50	INF 624, INF 625, INF 626, INF 627	PhD, Northwestern	Computer Science	
Eric Stern	13	EHC 628	PhD, Stockholm University	Political Science	
Brandon Behlendorf	13	EHC 629	PhD, University of Maryland	Criminology and Criminal Justice	
Brian Nussbaum	13	EHC 629, IST 667	PhD, University at Albany	Political Science	7 years professional intelligence experience
James Steiner	13	EHC 557, IST 667	PhD, Georgetown University	Economics	33 years professional intelligence experience.
Part 2. Part-Time Faculty					

(a)	(b)	(c)	(d)	(e)	(f)
Faculty Member Name and Title and/or Rank at the Institution (Include and identify Program Director.)	% of Time Dedicated to This Program	Program Courses Which May Be Taught (Number and Title)	Highest and Other Applicable Earned Degrees (include College or University)	Discipline(s) of Highest and Other Applicable Earned Degrees	Additional Qualifications: List related certifications and licenses and professional experience in field.
Part 3. To-Be-Hired Faculty (List as TBH1, TBH2, etc., and provide expected hiring date instead of name.)					
TBH-1	50%	EHC 628, EHC 629	PhD	Political Science, International Relations, Intelligence Studies	
TBH-2	50%	INF 624, INF 625, INF 626, INF 627	PhD	Data science, Informatics, Information Science, Math, Computer Science	

UNIVERSITY AT ALBANY
State University of New York

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

Proposal Title: _____

College or School _____ **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 ☐ Other (describe)	Does the Office of Finanical 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	
☐	☐	**ITS**
☐	☐	**University Libraries**
☐	☐	**Scientific Core Facilities**
☐	☐	**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.

UNIVERSITY AT ALBANY
State University of New York

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						
(c) Equipment						
(d) Laboratories						
(e) Supplies						
(f) Capital Expenses						
(g) Student stipends or scholarships						
(h) Other (specify):						
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

- 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.

- 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.