





Retail Management Concentration 2019-2020 Graduate Program Change Form

General Catalog Information

** Read before you begin **

1. **TURN ON** help text before starting this proposal by clicking  in the top right corner of the heading.
2. **IMPORT** curriculum data from the Catalog by clicking  in the top left corner.
3. **FILL IN** all fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields.
4. **DO NOT** type any changes before launching the proposal. If changes will occur in a required field, launch the proposal with existing attributes.
5. **LAUNCH** proposal by clicking  in the top left corner. **DO NOT** make proposed changes before launching proposal. Changes will only be tracked after proposal is launched.
6. **GO TO** discussion  in the right panel, and change "Show current" to "Show current with markup" to track changes.

For a new degree program, in addition to EPC program and course forms you must complete all procedures and forms found in the "SCHEV Proposal Guidelines."

Catalog Year of Implementation *	<input type="text" value="2019-2020"/> <input type="text" value="2019-2020"/>
If retroactive, specify catalog year:	<input type="text"/>
Hierarchy Owner*	<input type="text" value="College of Business and Economics"/> <input type="text" value="Department of Management and Marketing"/> <input type="text" value="College of Business and Economics"/> <input type="text" value="Department of Management and Marketing"/>
Type of Program*	<input type="radio"/> Major . <input type="radio"/> Endorsement <input type="radio"/> Certificate .

Concentration

Does this program lead to teaching licensure, or will it affect an existing program's licensure? *

Yes No

PROPOSED PROGRAM CHANGE INFORMATION

Title* Retail Management Concentration

Below, the Total Credits are for the entire program. If this program change is for a major, please list Total Credits as the credits for the entire degree, not just for the major.

Total Credits* 6

Are Total credits changing* Yes No

If total credits are changing, provide a justification

Enter a justification for the change in credit hours.

See Program Change Form

Delete program from Catalog* Yes No

Submit program to storage* Yes No

RATIONALE FOR PROGRAM CHANGES

Enter the rationale for program changes *

See Program Change form


PROPOSED REVISION IN CATALOG DESCRIPTION OF PROGRAM

Program Catalog Description*	None
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Follow these steps to propose changes to the program curriculum:

Step 1 Add all courses to be used in program.

If you are removing courses, proceed to Step 2.

Start in  "View Curriculum Courses." There are two options to add courses for proposed changes: "Add Course" and "Import Course." For courses already in the catalog, click on "Import Course" and find the courses needed. For new classes going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.


Step 2 Set up program requirements.

Click on  "View Curriculum Schema." and select the core header of the program where you would like to add/remove courses to expand the section. Click on "Add Courses" to bring up the list of courses available from Step 1. Select the courses you wish to add. For removing courses click on the  and proceed.

Step 3 Review full program structure.

Click on  to view the full program.

Step 4 Track changes made

Go to discussion  in the right panel and select "Show current with markup". Click the core header of the program to expand the section and track changes.

Program Curriculum*	
Course(s) to be added:*	None

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Course(s) to be removed:*	693 is being dropped. 697 is being moved into the main part of the program.
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Course(s) to be changed:*	none
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Other Changes	
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RESOURCE ASSESSMENT

Estimate additional staff requirements for the program change. *	None
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Estimate the amount and cost of any extra equipment, library resources, computer hardware or software, or other resources that would be required to carry out the program change.*	None
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AFFECTED DEPARTMENTS OR PROGRAMS

Run an Impact Report by clicking  in the top left corner and answer below according to the results.

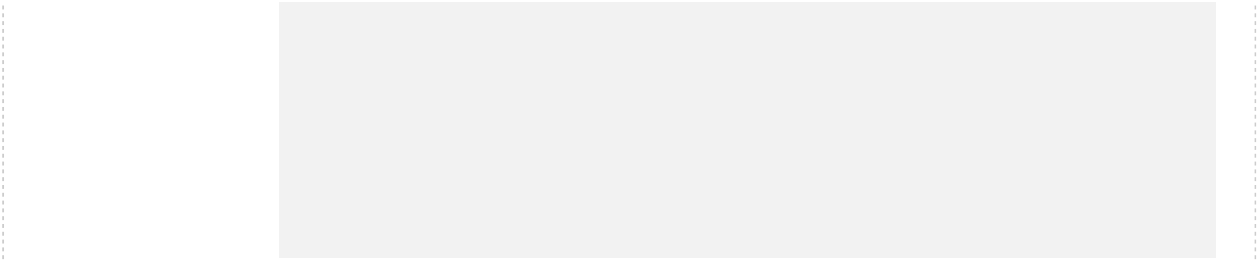
If the proposed program changes could have an impact on other departments or programs, the appropriate affected chairs or program directors should be notified of the proposed changes. Where teaching licensure may be affected, the licensure officer should also be notified.

To notify the appropriate department chairs, request a custom route, navigate to the Proposal Toolbox and select Custom Route under the Decisions icon (). Once you make your decision the system will allow you to set up the requested ad-hoc step for each section: participants, rules, decisions, and deadlines/reminders.


A System Administrator will need to review and approve your request before it takes place.

List other departments / programs that might be affected.*	None
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List individuals contacted and date contacted.*	None
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ATTACHMENT LIST

Please attach any required files by navigating to the Proposal Toolbox and clicking  in the top right corner.

Attach Fee Recommendation Worksheet

All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year’s catalog, all paperwork must be submitted no later than:

- February 1 to the College Curriculum Committee
- March 1 to the Educational Policy Committee (EPC)

Changes that affect spring advising for fall classes must have received approval from EPC and Senate before the registrar opens up the fall schedule for registration in March. Such proposals should reach the chair of EPC by the end of the fall semester. Submission within the deadlines does not guarantee processing in time for the next academic year’s catalog.

For the Curriculum Development Handbook and all forms, see <http://blogs.longwood.edu/curriculum/>.

REGISTRAR ONLY

Program OID 917

Program Type

Degree Type

Status Active-Visible Inactive-Hidden