

For Academic Affairs and Research Use Only	
Proposal Number	
CIP Code:	
Degree Code:	

PROGRAM MODIFICATION FORM

Undergraduate Curriculum Council

Graduate Council

Modification Type: Admissions, Curricular Sequence, or Other

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

<p style="text-align: center;">Amy Hyman Department Curriculum Committee Chair</p>	<p>3/28/2023</p>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>COPE Chair (if applicable)</p>	<div style="border: 1px solid gray; padding: 2px;">ENTER DATE</div>
<p style="text-align: center;">Joseph L. Richmond Department Chair</p>	<p>3/29/2023</p>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>Head of Unit (if applicable)</p>	<div style="border: 1px solid gray; padding: 2px;">ENTER DATE</div>
<p style="text-align: center;">Amy Hyman College Curriculum Committee Chair</p>	<p>4/5/2023</p>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>Undergraduate Curriculum Council Chair</p>	<div style="border: 1px solid gray; padding: 2px;">ENTER DATE</div>
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>Director of Assessment <i>(only for changes impacting assessment)</i></p>	<div style="border: 1px solid gray; padding: 2px;">ENTER DATE</div>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>Graduate Curriculum Committee Chair</p>	<div style="border: 1px solid gray; padding: 2px;">ENTER DATE</div>
<p style="text-align: center;">Scott E. Gordon College Dean</p>	<p>4/5/2023</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="font-size: 1.2em; margin: 0;">_Len Frey_</p> </div> <p>Vice Chancellor for Academic Affairs</p>	<div style="border: 1px solid gray; padding: 2px;">5/1/23</div>
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>General Education Committee Chair (if applicable)</p>	<div style="border: 1px solid gray; padding: 2px;">ENTER DATE</div>		

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1. **Contact Person** (Name, Email Address, Phone Number)
Amy Hyman ahyman@astate.edu 3672
 2. **Proposed Change** (for undergraduate curricular changes please provide an 8-semester plan (appendix A), if applicable)

The MS in DPEM program would like to include the addition of a sample of writing from applicants as an admissions requirement for students applying to the program. This would include a one to two-page paper of an applicant's writing on a topic of choice including a statement of purpose describing their plans/goals and the reason for obtaining a master's degree.

The MS in DPEM Program would like to eliminate the interview process originally set up in the admissions process when the program was launched.

The MS in DPEM Program would also like to eliminate the admission requirement to be accepted by a clinical agency for the practicum experience.

The deletion of repetitive language in the Admission Requirement section in the bulletin is also needed. There are also some minor language adjustments needed to reflect correct grammar and online application directions.

3. Effective Date

Fall 2023

4. Justification – *Please provide details as to why this change is necessary.*

A writing sample serves as an evidential function to prove applicants are qualified to enter graduate school. It is vital that students in the MS in DPEM Program have graduate level writing skills since a majority of assignments in the program are papers and discussion boards. Including this new piece in the admission process will ensure that all students entering the program are set up for success and able to meet the writing standards expected at the graduate level.

The MS in DPEM program's enrollment numbers have increased exponentially, and it is now not feasible to set up interviews for every single applicant with the current number of faculty. Many students applying to the MS in DPEM program are non-traditional students who work full-time jobs, and setting up interviews during working hours is not ideal or feasible for some.

Students in the MS in DPEM Program are not entering clinical practicums, and there is an alternative option to the practicum. This language is misleading to students interested in applying to the program.

It was just recently discovered that there are repetitive sentences in the Admission Requirements section for the MS in DPEM Program in the Bulletin.

Bulletin Changes

Instructions

Please visit <http://www.astate.edu/a/registrar/students/bulletins/index.dot> and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Please include a before (with changed areas highlighted) and after of all affected sections.

*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.

Link: https://catalog.astate.edu/preview_program.php?catoid=4&poid=1014&returnto=113

BEFORE:

ADMISSION REQUIREMENTS

Students interested in pursuing a Master of Science in Disaster Preparedness & Emergency Management degree must have a Bachelor's degree in any discipline. Applicants must meet the admission requirements of Graduate Admissions. ~~To apply, obtain an application form from Graduate Admissions.~~ Students can apply online to the graduate program on the Disaster Preparedness and Emergency Management webpage. ~~They~~ Students should ~~send~~ submit a completed application form, a statement of purpose, the required application fee, and official transcripts of all undergraduate and graduate course work to Graduate Admissions. ~~The statement of purpose should discuss career goals and research interests.~~ Applicants must schedule a personal interview with an MSDPEM adviser. Venues for the interview can be face-to-face, telephone or electronic. During this interview, the adviser will outline in detail the requirements of the MSDPEM program. The adviser and the student will analyze the appropriateness of the degree consistent with the student's goals and career objectives, the degree's requirements and the student's academic progress to date. Admission to this degree program is conditional upon completion of prerequisite course(s) required and ~~acceptance by clinical agencies for practicum experiences~~ approval of the Disaster Preparedness and Emergency Management Admissions Committee. ~~Admission to the MSDPEM program is conditional upon completion of prerequisite course(s) required.~~

AFTER:

ADMISSION REQUIREMENTS

Students interested in pursuing a Master of Science in Disaster Preparedness & Emergency Management degree must have a Bachelor's degree in any discipline. Applicants must meet the admission requirements of Graduate Admissions. Students can apply online to the graduate program on the Disaster Preparedness and Emergency Management webpage. Students should submit a completed application form, a statement of purpose, the required application fee, and official transcripts of all undergraduate and graduate course work to Graduate Admissions. The statement of purpose should discuss career goals and research interests. Admission to this degree program is conditional upon completion of prerequisite course(s) required and approval of the Disaster Preparedness and Emergency Management Admissions Committee.

Appendix A, 8-Semester Plan (Referenced in #2 - Undergraduate Proposals Only)

Instructions: Please identify new courses in italics.

Arkansas State University-Jonesboro							
Degree:							
Major:							
Year:							
<p>Students requiring developmental course work based on low entrance exam scores (ACT, SAT, ASSET, COMPASS) may not be able to complete this program of study in eight (8) semesters. Developmental courses do not count toward total degree hours. Students having completed college level courses prior to enrollment will be assisted by their advisor in making appropriate substitutions. In most cases, general education courses may be interchanged between semesters. A minimum of 45 hours of upper division credit (3000-4000 level) is required for this degree.</p>							
Year 1				Year 1			
Fall Semester				Spring Semester			
Course No.	Course Name	Hrs	Gen Ed	Course No.	Course Name	Hrs	Gen Ed
Total Hours				Total Hours			
Year 2				Year 2			
Fall Semester				Spring Semester			
Course No.	Course Name	Hrs	Gen Ed	Course No.	Course Name	Hrs	Gen Ed
Total Hours				Total Hours			
Year 3				Year 3			
Fall Semester				Spring Semester			
Course No.	Course Name	Hrs	Gen Ed	Course No.	Course Name	Hrs	Gen Ed
Total Hours				Total Hours			
Year 4				Year 4			
Fall Semester				Spring Semester			
Course No.	Course Name	Hrs	Gen Ed	Course No.	Course Name	Hrs	Gen Ed
Total Hours				Total Hours			
Total Jr/Sr Hours _____				Total Degree Hours _____			
Graduation Requirements:							