

LAS Undergraduate and Graduate Program Catalog Copy Form

Use the outline below when writing a department or school's proposed undergraduate or graduate program copy. Make headings either **boldface** or *italicized* as shown below. Be sure that some narrative is submitted under each of the first four (4) boldface headings listed below.

1. Title of Department/School

Write one or more introductory paragraphs containing material that tells what the program(s) is about and what it will give students. Discuss the distinguishing characteristics of the program(s).

2. Degree Requirements

Discuss in the following order each of the programs listed below that is offered in your department or school.

Major(s)

Minor(s)

Field Major(s)

Certificate(s)

Teaching Certification

3. Admissions Requirements

Write a paragraph that gives explicit, step-by-step instructions that show prospective students how to qualify for admission and obtain and file an application for admission if that is a requirement in your department or school. If there are no admission requirements beyond College requirements, write a statement to that effect.

4. Advising Requirements

Write a paragraph about who does advising in your department/school, why it is important, and how a student can reach his or her advisor.

5. Additional Requirements

If your department/school has additional requirement(s) or requirements other than those listed above discuss each briefly in the following order

Exit Exam

Senior Thesis (paper)

Portfolio

Capstone Course

Other