

## *Update Rules Regarding Current/Future Students*

To read this chart: (using left-hand column)

- 1) Steps of the PCAS process
- 2) Course Groups/Lists
- 3) Focus Course Groups/Lists
- 4) Course fields

	<i>Fields Never Updatable</i>	<i>Fields Updatable - Current</i>	<i>Fields Updatable - Future</i>
<b>Step One – General Information</b>	<ul style="list-style-type: none"> <li>• First Term Admitting Students</li> <li>• Term Available</li> </ul>	<ul style="list-style-type: none"> <li>• Program (Catalog) Description</li> <li>• Program Contact</li> <li>• RIASEC</li> <li>• Program of Study</li> </ul>	<ul style="list-style-type: none"> <li>• All fields affecting Current, plus</li> <li>• Program Title (Long)</li> <li>• Program Title (Short)</li> <li>• Stakeholder Colleges</li> <li>• Degree-granting Colleges</li> <li>• Approver Colleges</li> <li>• Administrative Colleges</li> <li>• Budgetary Colleges</li> <li>• Degree Type</li> </ul>
<b>Step Two – Narrative</b>	<ul style="list-style-type: none"> <li>• Budget and Planning fields</li> </ul>	<ul style="list-style-type: none"> <li>• Any excluding the Budget and Planning fields</li> </ul>	<ul style="list-style-type: none"> <li>• Any excluding the Budget and Planning fields</li> </ul>
<b>Step Three – Admission Requirements</b>	None	<ul style="list-style-type: none"> <li>• Course Group changes permissible when program update affects current students (see below)</li> <li>• Freshman composition preference</li> </ul>	<ul style="list-style-type: none"> <li>• All fields affecting Current, plus</li> <li>• Minimum courses or credits to be completed before admission</li> <li>• Pre-major status</li> <li>• Preferred minimum GPA above 2.0, and related fields</li> <li>• Other requirements to be completed before admission, and related fields</li> <li>• Course Group changes permissible when program update affects future students (see below)</li> </ul>
<b>Step Four – Program Requirements</b>	None	<ul style="list-style-type: none"> <li>• Course Group changes permissible when program update affects current students (see below)</li> </ul>	<ul style="list-style-type: none"> <li>• All fields affecting Current, plus</li> <li>• Program Length in Credits</li> <li>• Major Length in Credits</li> <li>• Second Language and related fields</li> <li>• Other Requirements</li> </ul>

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			<ul style="list-style-type: none"> <li>Course Group changes permissible when program update affects future students (see below)</li> </ul>
<p><b>Step Five – Sub-Plan Requirements</b></p> <p>Archetypes:</p> <ol style="list-style-type: none"> <li>1) Required</li> <li>2) Optional</li> <li>3) Honors</li> </ol>	<ul style="list-style-type: none"> <li>Type of Sub-plan/Concentration (archetype)</li> <li>Sub-plan Initial Date of Offering</li> <li>Term Available</li> </ul>	<ul style="list-style-type: none"> <li>Catalog Description (specific sub-plan)</li> <li>Degree requirements (specific to a sub-plan)</li> <li>Course Group changes permissible when program update affects current students (see below)</li> </ul>	<ul style="list-style-type: none"> <li>All fields affecting Current, plus</li> <li>Is Sub-plan Required?</li> <li>Title of sub-plan/concentration</li> <li>Type of sub-plan</li> <li>Sub-plan required</li> <li>Add new Sub-plan that fulfills “Sub-plan required” program requirement</li> <li>Add new Honors Sub-plan</li> <li>Add new optional Sub-plan</li> <li>Discontinue admission to Sub-plan (required additional fields: approximate term by which students may no longer graduate; transition plan to make sure students can graduate)</li> <li>Course Group changes permissible when program update affects future students (see below)</li> </ul>
<p><b>Step Six – Sample Plan</b></p>		<p>Sample plans will need to be updated to match any changes made in the course groups for the program.</p>	<p>Sample plans will need to be updated to match any changes made in the course groups for the program. In addition, if a new sub-plan is created, then a new sample plan must be created for the sub-plan. When a sub-plan is deleted, any sample plans tied to the sub-plan must also be deleted.</p>
<p><b>Step Seven – Checkpoint Charts</b></p>		<p>None</p>	<p>None</p>

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<b>Step Eight – Submit for Approval</b>		Prior to submission, this step will validate that the program still meets the minimum requirements. Upon submission, the application generated the approval levels required, based on which fields have been updated.	Prior to submission, this step will validate that the program still meets the minimum requirements. Upon submission, the application generated the approval levels required, based on which fields have been updated.
<b>Courses, Course Groups and Lists</b>	None	<ul style="list-style-type: none"> <li>• Course Group/List Name</li> <li>• Course Group/List Description</li> <li>• Move course into new “OR” subgroup</li> <li>• Add Course, Course Subgroup or Course List to “OR” relationship in Course Group or Course List.</li> <li>• Change order of Courses or Sub-groups within a Course Group</li> <li>• Change order of “Top Level” Course Groups</li> </ul>	<ul style="list-style-type: none"> <li>• All fields affecting Current, plus</li> <li>• Add new “Top Level” Course Group</li> <li>• Add Course, Course Subgroup/List to “AND” relationship in Course Group</li> <li>• Delete Course, Course Subgroup/List from “OR” relationship in Course Group or Course Lists</li> <li>• Delete Course, Course Group/List from “AND” relationship in Course Group</li> <li>• Change Course Group relationship from “AND” to “OR”</li> <li>• Move Course or Course Subgroup/List to another Course Group</li> <li>• Edit Course List Credits/Courses Flag</li> <li>• Edit Course List Credits/Courses Number</li> <li>• Edit Course (see below)</li> </ul>

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<p><b>Focus Courses, Course Groups, Course Lists</b></p>	<p>None</p>	<ul style="list-style-type: none"> <li>• Change Focus Title or Description</li> <li>• Change Focus Course Group/List Name</li> <li>• Change Focus Course Group/List Description</li> <li>• Move Course into new “OR” Subgroup</li> <li>• Add Course, Course Subgroup or Course List to existing “OR” relationship in Focus Course Group or Course List</li> <li>• Change order of Courses or Subgroups within a Focus Course Group</li> <li>• Change order of Courses or Subgroups within a Focus Course List</li> <li>• Change order of “Top Level” Course Groups</li> <li>• Add new “Top Level” Focus Course Group/Course List ONLY if Focus Course Groups already exist in the original program</li> </ul>	<ul style="list-style-type: none"> <li>• All fields under Current, plus</li> <li>• Add new “Top Level” Focus Course Group or Course List</li> <li>• Delete “Top Level” Focus Course Group</li> <li>• Add Course, Course Subgroup or Course List to “OR” relationship in a Focus Course Group or Course List</li> <li>• Merge Focus Course Group or Focus Course List</li> <li>• Add Course, Course Subgroup/list to “AND” relationship in a Focus Course Group</li> <li>• Delete Course, Course Subgroup/list from “OR” relationship in a Focus Course Group or Focus Course List</li> <li>• Delete Course or Course Group/List from “AND” relationship in a Focus Course Group or Focus Course List</li> <li>• Change Focus Course Group/Subgroup relationship from “AND” to “OR” or “CONCURRENT WITH”</li> <li>• Change Focus Course Group/Subgroup relationship from “OR” to “AND” or “CONCURRENT WITH”</li> <li>• Change Focus Course Group/Subgroup from “OR” to Course List</li> <li>• Move Course or Course Subgroup/List to another Focus Course Group</li> <li>• Edit Focus Course List Credits Min/Max, Courses Min/Max, sub-requirements Min/Max</li> <li>• Edit Focus Courses (see below)</li> </ul>
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<b>Course Fields</b>	<ul style="list-style-type: none"> <li>• Subject</li> <li>• Catalog Number</li> <li>• Course/Level Course</li> <li>• Subject</li> <li>• Min/Max Level</li> <li>• Course/Credit Flag</li> </ul>		<ul style="list-style-type: none"> <li>• All courses</li> <li>• Earliest/Latest/Recommended Semester</li> <li>• Must take A-F</li> <li>• Minimum grade</li> <li>• Preferred course checkbox</li> <li>• Required (or recommended for Honors Student checkbox</li> <li>• Course/Level Course</li> <li>• Number of Courses or Credits</li> <li>• Other Course/Requirement</li> <li>• Name</li> <li>• Description</li> </ul>