

**UNDERGRADUATE CATALOG DEGREE REQUIREMENTS WORKSHEET**

**NAME OF PROGRAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ major / minor / certificate**

**SCHOOL OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Registrar’s Office or Assistant Provost is available for consultation/assistance in the layout of program of study requirements. Attach this document to the New Program Request form when submitting for the curricular review process. This worksheet is a guide to think about how your degree is structured. Not all blanks or sections may be populated. If you want to attach a different version to lay out the “building block” please feel free.

### Core Curriculum Recommendations (42 hours)

List the courses below that is recommended for the Texas Core Curriculum (TCC) for the new program. It is perfectly acceptable not to list a particular course. The TCC is required of all students regardless of the major requirements. Program creators are encouraged to review the options for each Core Foundation Area at [www.registrar.untdallas.edu/catalogs](http://www.registrar.untdallas.edu/catalogs) where an exhaustive list of TCC options is stored. Courses that are prescribed in the major and also qualify for the Core can be used to meet both major and core requirements. **However, it is important to note that if a course is required in a major that it must be listed in the major and not simply in the Core**. Students can complete Core requirements with various courses and cannot be required to retake a core course if they already have credit for it. This may affect the number of electives required to complete the 120-hour University Requirement to graduate with a degree. When applicable, list the corresponding TCCNS# for all lower-level courses. The TCC Recommendations can be skipped if the program is a minor or certificate.

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| --- | --- | --- | --- | --- | --- |
|  | Foundational Component Area | TCCN # | UNTD # | Course Name | Hrs |
| 010 | Communication |  |  |  | 3 |
| 010 | Communication |  |  |  | 3 |
| 020 | Mathematics |  |  |  | 3 |
| 030 | Life & Physical Sciences |  |  |  | 3 |
| 030 | Life & Physical Sciences |  |  |  | 3 |
| 040 | Language, Philosophy, & Culture |  |  |  | 3 |
| 050 | Creative Arts |  |  |  | 3 |
| 060 | American History |  |  |  | 3 |
| 060 | American History |  |  |  | 3 |
| 070 | Government & Political Science |  |  |  | 3 |
| 070 | Government & Political Science |  |  |  | 3 |
| 080 | Social & Behavioral Science |  |  |  | 3 |
| 090 | Component Area Option |  |  |  | 3 |
| 090 | Component Area Option |  |  |  | 3 |

### Major/Minor/Certificate Requirements

List the building blocks of courses that make up the program of study (i.e., major, minor or certificate). It is acceptable to manipulate these tables to accommodate your requirements. Accuracy is important here as this information will be used to program the official degree audit used for graduation certification. Feel free to add notes between the tables to help explain the nuances of your major requirements.

1. **Are there courses that all majors/minor/cert students must take?**

If so, list courses below.

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| TCCNS # | UNTD # | Course Name | Hrs |
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1. **Are there major/minor/cert electives that students can choose to take?**

If so, you can list courses as Any Level DEPT course or Any Advanced DEPT course, generally as needed. (Current example – Psychology major and minor)

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| TCCNS # | UNTD # | Course Name | Hrs |
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1. **Do the students have to gain a breadth of coursework across several groupings of courses?**

If so, add a title for the grouping of courses in Name Grouping and then list the courses below in the same column. (Current example – Political Science & Communication & Technology majors)

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| Name Grouping | Name Grouping | Name Grouping | Name Grouping |
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How many courses do they have to take from each group? Please explain.

1. **Do the students have to select a track or concentration – a specific pathway which changes the types of courses that students must take?** (Current example – Human Services Management & Leadership major)

If so, name the tracks/concentration and list the courses required.

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| Name Track/Concentration | Name Track Concentration |
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1. **Are there supporting courses from other disciplines that all majors must take to perform well in the major or that provide important skills for the likely professions related to the program?** (Current example - Criminal Justice major)

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| TCCNS # | UNTD # | Course Name | Hrs |
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1. **Do you require or recommend students to complete a specific minor or certificate along with a major?** If so, please explain. (Current examples – HSML major requires students to complete an embedded certificate or Sociology recommends a minor in Psychology).

Students must meet a cumulative GPA of 2.00 to graduate from UNTD.

1. **Is there a major GPA that is required to graduate from the program?** \_\_\_\_\_\_\_\_\_\_\_ GPA (a minimum of 2.0 is assumed if a higher GPA is not listed)
2. **Is there a certain course letter grade or better that students in this major/minor/cert must achieve in each class listed?**

\_\_\_\_\_ or better *If the course grade needed is only for some courses, address that issue in Course Change Forms for each course.*

### Double check:

* Do you have the minimum number of hours built in: 24 hours for a major, 18 hours for a minor or 12 hours for a certificate?
* Do you have the minimum number of advanced level courses in the major/minor built in: 12 hours in a major or 6 hours for a minor?
* Are all your courses, recommended programs, and the core going to push a student over 120 hours?