# **University Bulletins**

## **Undergraduate Major Page Update Form**

The purpose of this form is to: 1) update existing non-curriculum-related content currently in the Undergraduate Bulletin for baccalaureate and associate degree programs or 2) gather new non-curriculum-related content for baccalaureate and associate degree programs for inclusion in the Undergraduate Bulletin. This content appears in the Bulletin along with the official, Senate-approved program description and requirements. Any changes to official program information, including the program description, must follow the official curricular approval process.

Change requests submitted on this form by April 1 will be incorporated into the next edition of the University Bulletin.

**This form should only be completed and submitted by the program's originating college. Before submission, originating colleges are asked to confer on the content with colleagues from campuses and colleges that share the curriculum since this information will appear on their program page in the Undergraduate Bulletin as well.**

## **Instructions:**

* Fields with a red asterisk (\*) are required.
* If there are changes to content that already exists in the Bulletin, please include the entirety of the updated content exactly as it should appear in the corresponding section on your program page. The content will be copied directly into the Bulletin exactly as it appears on this form, overwriting what currently appears in the Bulletin in its entirety.
  + Example: If you have changes to the “You Might Like this Program If” section, please do not just include the changes you wish to make. Include the entirety of the verbiage for that section as it should appear on your program page.
* Leaving a section blank implies that there are no changes required for that section on your program page.
* Please stay within the recommended word count and enter a website URL to direct users to your college, department, or school website.
* If you do not have content for a section, the corresponding tab in the Bulletin will not appear on your page.
  + Example: If you do not have content for career opportunities to list, the box will not appear in the right rail on your program page.
* Review the accuracy of your information carefully.
* Use student-friendly language that is helpful and explanatory to those new to higher education.
* All information submitted may not be included in the Undergraduate Bulletin.

**Program Identification**

\***College:**

\***Degree Type:** (Example: B.A., B.S., B.HUM., A.S., A.ENGT, etc.)

\***Program Name:**

\***Submission Type:**

**New Major in Bulletin**

**Update to Existing Major in Bulletin**

**OVERVIEW**

Please finish the statement below by providing a broad definition of **[Program name]**. This new content is in addition to the official Senate-approved program description that appears in the new Bulletin. Please only provide an overview of what the discipline of **[Program name]**is for students who may be new to the discipline. Be certain that these definitions do not contradict Senate descriptions.

Please do not include a description of the major -- this been provided through the Senate office and current Bulletin. Any changes you wish to make to official program information including the program description must go through the normal curriculum review process.

**What is [Program name]?  [Word Limit: 150 words]**

Please finish the statement below by providing a brief explanation of why students may be interested in this program (i.e., What characteristics of this program might make this a good match for the student? Are there any activities or interests you can list?)

**You might like this major if… [Word Limit: 75 words]**

**CAREERS & OPPORTUNITIES FOR GRADUATE STUDIES**

Please provide a sample of career opportunities and/or opportunities for graduate study that this program offers students. Please do not include specific job titles; rather, detail possible career avenues and directions.

NOTE: This is not meant to be an exhaustive list of all available career and graduate study opportunities. To provide more information to students about careers and graduate study, please enter the URL to the Careers/opportunities for Graduate Studies information page of your program website.

**Introduction to Careers and Opportunities for Graduate Studies: [Word Limit: 100 words]**

**Careers: [Word Limit: 100 words]**

**Opportunities for Graduate Studies: [Word Limit: 100 words]**

**URL to More Information about Careers:**

Format: http://www.mywebsite.psu.edu

**URL to More Information about Graduate Studies Opportunities:**

Format: http://www.mywebsite.psu.edu

**ACCREDITATION**

If this program is accredited, please provide the name of the accreditor and their required verbiage to indicate its accredited status. Please provide the name of the accrediting body and the prescribed text from the organization.

**Name of Accrediting Body:**

**Accreditation Notice: [Word Limit: 150 words]**

**URL to More Information about Accreditation:**

(Format: http://www.mywebsite.psu.edu)

**Professional Licensure/Certification**Federal regulations now require that the University post certain disclosure language on web pages that provide information about programs that lead to professional licensure. The list of Penn State programs that lead to professional licensure is maintained by the Office of Planning, Assessment, and Institutional Research (OPAIR). In the Bulletin, those programs have a Professional Licensure/Certification tab included on their program page with the required disclosure language. While this language is set by the University, you may wish to provide additional information specific to your program for inclusion on this tab.

If this program leads to professional licensure and you would like to add additional information to be included below the disclosure statement, please provide that additional text.

**Additional Professional Licensure Information:**

**PROFESSIONAL RESOURCES**

If this program has any affiliated professional organizations or associations, please list their names and, if applicable, link to more information, here.

1. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
2. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
3. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
4. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
5. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
6. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
7. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
8. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
9. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
10. **Professional Resource Name:  
      
    URL:**(Format: http://www.mywebsite.psu.edu)

\***ADVISING CONTACT INFORMATION**

Please enter the name and contact information for the individual who students should contact with advising-related questions about this program.

**Name:**

**Title:**

**Address 1:**

**Address 2:**

**Campus:**

**Phone Number:**

**Email Address:**

\***PROGRAM CONTACT INFORMATION**

Please enter the name of the academic department/unit that houses this program (program contact), along with the department's/unit's (program contact's) main contact details.

**Campus:**

**Department/Unit Name:**

**Address 1:**

**Address 2:**

**Phone Number:**  
(Format: 814-863-9999)

**Email Address:**

**URL to department/program contact website:**  
(Format: http://www.mywebsite.psu.edu)