PCAS USERS MANUAL

Academic Support Resources
Training and Support Team
# Table of Contents

Objectives of this Manual........................................................................................................3
Overview of PCAS..................................................................................................................3
What do I need before starting in PCAS?.............................................................................4
Basic Access and Navigation ...............................................................................................5
  Obtaining Update access ..................................................................................................5
  Home Page.......................................................................................................................6
Differences in Search Page Results.....................................................................................8
Aids in Navigation...............................................................................................................9
Save Options.......................................................................................................................10
To Update a Program .........................................................................................................11
Changes to Current vs Future Dated Programs ...............................................................12
Current (and Future) Students .........................................................................................12
Only Future Students.......................................................................................................12
Overview of the PCAS Steps............................................................................................13
  Step 1 – General Information .......................................................................................13
  Step 2 – Narrative .........................................................................................................13
  Step 3 – Admission Requirements ..............................................................................13
  Step 4 – Program Requirements ................................................................................13
  Step 5 – Sub-plan Requirements .................................................................................14
  Step 6 – Sample Plan..................................................................................................14
  Step 7 – Checkpoint Chart .........................................................................................14
  Step 8 – Submit ...........................................................................................................14
Updating a Program, Step by Step...................................................................................15
  Step 1 – General Information ...................................................................................17
  Step 2 – Narrative Material .......................................................................................20
  Step 3 – Admission Reqs ...........................................................................................23
  Step 4 – Program Reqs ...............................................................................................24
  Step 5 – Sub-plan Reqs ..............................................................................................26
  Step 6 – Sample Plans .................................................................................................29
  Step 7 – Checkpoint Charts .......................................................................................34
  Step 8 – Submit ...........................................................................................................36
Executive Summary .........................................................................................................37
Draft Catalog Display.......................................................................................................39
Course Group/Course List Explanation ...........................................................................40
Required Courses/Focus Course Groups Information ...................................................46
Create a New Program .....................................................................................................47
Discontinue a Program ....................................................................................................49
PCAS Approval Process and Levels ..............................................................................50
PCAS Support ..................................................................................................................50
Objectives of this Manual

- Familiarize users with the basic processes and terminology used in PCAS

Overview of PCAS

The Program and Curriculum Approval System (PCAS) was designed to serve three functions for the University of Minnesota:

1. To provide a comprehensive database of the requirements needed to complete each degree program offered on the five University of Minnesota campuses.
2. To provide a web-based approval system that automatically routes all new programs and any changes to existing programs to the correct approvers and approval levels.
3. A resource for the Graduation Planner, the University’s application that supports students’ timely progress toward graduation.

PCAS is available for undergraduate programs as of fall 2005. Graduate program functionality was added during the summer of 2011, and professional school development is anticipated.

Program information on degree requirements for University majors and minors is automatically generated from PCAS and displayed in the online catalog. Courses entered in PCAS with a designator (subject) and course number will automatically be linked to the Electronic Course Authorization System (ECAS) system and will draw on that system to provide additional information about the course (credits, title, when it is offered, prerequisites, etc.). For this reason, courses entered in PCAS must be previously entered into ECAS, and certain changes to courses in ECAS will be automatically displayed in PCAS.

The PCAS application includes information about timing of course-taking (i.e., when students must/should take each course in order to graduate in four years). This information is displayed in PCAS in two forms, sample plans and checkpoint charts, which are used in Grad Planner to help students plan their degree programs.

Individuals with edit or approve access to PCAS may access the system from their MyU Key Links. Others, with a University Internet ID, may access the system at asr.umn.edu/applications-and-work-tools.
What do I need before starting an update in PCAS?

Typical (simplified) process flow:

1. Determine the semester/year these changes will first be applicable to newly admitted students.
2. Determine if the program changes will impact “only future” or “current (and future)” students.
   a. PCAS is very restrictive on changes for “current (and future) students”, as these are students who have already been admitted to a program. PCAS will not allow changes to courses, GPA, etc. for “current (and future) students”. Examples of changes that are allowed “current (and future) students” are catalog description changes, and sample plan changes.
   b. Contact the ASR Training Team (srhelp@umn.edu) with any questions about which option to select.
3. Verify that all necessary courses are entered in ECAS. Courses do not need to be fully approved, but they do need to be entered, so that PCAS has something to “draw” on.
4. Determine what changes are needed prior to working in PCAS. A good place to start this process is with the online catalog, which will show the current requirements in an easy-to-read, visual way. Note: group names given here will align with group names in PCAS.
   b. Do NOT use the downloadable PDF versions of the catalogs, as these are static documents and may not reflect current PCAS information.
Basic Access and Navigation

Obtaining Update access

- Complete a PCAS training session.
- Complete the Access Request Form (ARF) found at: z.umn.edu/arf
  1. There are two PCAS access request forms, one for Department, College and Campus roles and one for Central Administration Approver roles.
  2. Most individuals will need the one for Department, College, and Campus roles.
- Note ‘Sign Out’ link in upper left
- All users have read-only access to view all programs at all campuses – only one button will be visible, labeled ‘View Program’
- The ‘Campus’ link will allow selection of campus.
- Access buttons (Create New Program, View/Edit Program, Approve Program) are available depending on the level of access granted via the ARF.
Search Page

- Program title is usually the most used search field. It is **key word** based.
- Choosing the appropriate Career may aid in narrowing the search results.
- Any combination of search fields may be used to locate a program.
- Search fields are not case-sensitive.

1. Total number of results will be displayed for your Search criteria.
2. Term for which this program becomes effective.
3. Approval status – common ones include:
   - Completely Approved
   - Proposal Not Submitted
   - Waiting for [level] Approval
Differences in Search Page Results

In the above example, the Status of all four versions of the Economics program is Completely Approved. Because of this, the links on the left are ‘View,’ ‘Update’ and in the case of the current and future program, ‘Discontinue.’ This signifies that all versions of this program are approved and in effect for the term listed and forward. If changes need to be made to this program, the most recently approved version is typically used to begin a new update.

To create a proposal, the Update link is clicked, which does two things:
1. Copies all program details from the ‘Completely Approved’ program to the new proposal.
2. Removes the ‘Update’ and ‘Discontinue’ link from all other versions of that program.

Note the differences with the four versions of the Anthropology BA program – the top line (most recent) has a Status of “Proposal Not Submitted.” This is a proposal with an anticipated start term of Spring 2012 - the links for this version now shows ‘View’ and ‘Edit,’ but no ‘Update.’ Also note that all of the Completely Approved versions now have only the ‘View’ link available. **You may only have ONE proposal of a program in existence at a time.** If a version is in the ‘Proposal Not Submitted’ or ‘Waiting for Review’ status, no other proposals can be created.
**Aids in Navigation**

1. Graphic representation of which step you are on (darkened) as well as which steps have been saved will appear on every page. Note: you must click Save or ‘Save and Continue’ to move ahead to the next step. With a newly created proposal, you cannot ‘skip’ around.
2. Required fields will be marked with an asterisk.
3. Informational messages will appear throughout in yellow text boxes.
4. Question mark buttons will open a new pop-up window with additional information about the field or process:
The Save Verification message will automatically appear, regardless of whether you have saved or not.

Save Options:

- Most pages will have the above buttons available:
  - Save will save and keep you on the present page
  - Save and Continue will save and automatically move you to the next step.
- Use the Previous Step button to move back to the prior step. It is recommended you not use the Back button on the Web browser.
To Update a Program

Updating a program:
   1. Copies an existing, Completely Approved Program to a new proposal
   2. Makes changes on the new, copied proposal

Notes on updating a Program

- Only a Completely Approved Program may be updated.
- Once an Update has been started on a Completely Approved Program, all other versions of that program will be locked.
- Decide between “only future students” or “current (and future) students”. If you are adding, deleting, or changing courses, you MUST use “only future students”, as PCAS will not allow course changes in the “current (and future)” mode. See next page for more information on Current vs Future.
- Choose the date (term and year) for the proposal carefully. This is part of the setup data and may not always be changed after you get started.
- Initially when you create a proposal, you must go through each step consecutively and save changes. For instance, you can’t leap ahead to Step Four (Program Requirements) without first doing a Save on Steps One, Two and Three. Once the ‘Saved’ message appears above the step, you can move around within the saved steps.
  **Tip:** You may want to initially go through and save each step in your proposal, and then start making changes. This way, each time you make a change in Program or Sub-Plan Requirements, you can check to see how it is reflected in the Checkpoint Chart, or if it causes error messages in the Sample Plan.)
- Depending on what is updated, a PCAS proposal may go through a shortened sequence of approvals. For instance, if only a sample plan is being updated, only college level approval is required, not provost. See page 49 for information on the Approval process.
Changes to Current versus Future Dated Programs

The program information available for update is dependent on whether you have chosen to have the update apply to “only future” or “current (and future)” students. You will have limited access to update fields if “current (and future)” is chosen. Most updates done in “current (and future)” mode should be slanted towards catalog editing or Sample Plan changes. More options exist for updating when “only future students” is chosen. Courses may then be added to or deleted from course groups and course lists. Contact the ASR Training Team (srhelp@umn.edu) with any questions about which option to select.

Current (and Future) Students

- Updateable fields are restricted to only those fields that do not affect the program requirements (typically display-only/catalog fields and sample plans).
- Changes to Course groups are limited – see ‘Rules re Current Future Students’ document

Only Future Students

If the program selected for update is already future-dated, the only option will be future dating.
**Overview of the PCAS Steps**

**Step 1 – General Information:**

This page contains information on the sponsoring department(s) or college(s), the degree being offered, a catalog description of the program, and contact information.

**Step 2 – Narrative:**

The Narrative section provides guiding questions that must be answered as part of the approval process for new programs, and may be updated for changes to existing programs. This information helps ensure that program development aligns with University policies.

**Step 3 – Admission Requirements:**

This page includes requirements for admission to the program. For undergraduate programs, this means all requirements that students complete to be admitted to a major or minor, not to the college or University. This page utilizes Course Groups and Course Lists to list pre-requisite courses. It operates the same as Program Requirements and Sub-plan Requirements.

**Step 4 – Program Requirements:**

This page allows users to capture the degree requirements students must complete to earn a degree. This page utilizes Course Groups and Course Lists. It operates the same as Admission Requirements and Sub-plan Requirements.
Step 5 – Sub-plan Requirements:

This page allows users to capture what sub-plan options students may choose from, if applicable, in completing a degree program. This page utilizes Course Groups and Course Lists. It operates the same as Admission Requirements and Program Requirements.

Step 6 – Sample Plan:

The Sample Plan is a representation of one way a student may complete the program requirements. It should not be thought of as the ‘best’ way or the ‘only’ way – it is simply ‘a’ way to complete the requirements. The initial sample plan is created by PCAS based on information in the Program and Sub-plan Requirements steps; staff may then edit each sample plan. A Sample Plan required for undergraduate programs. Sample Plans are not required nor typically used for graduate programs.

Step 7 – Checkpoint Chart

The Checkpoint Chart is a visual representation of the degree requirements entered in the Admission, Program and Sub-plan Requirements. It provides a display of course sequences matched to a grid that shows earliest, latest, and recommended semesters for completion. It is for viewing only and cannot be edited or modified – to update it, changes must be made in the Requirements steps. Not all courses in the Requirements or Sample Plan are represented in the checkpoint chart. As a guideline, courses that have a specific term(s) requirement or follow a prescribed sequence should be entered on the checkpoint chart. The checkpoint chart is not typically used by graduate programs.

Step 8 – Submit

This page provides a final opportunity to verify information before the proposal is submitted for approval through either the ‘Draft Catalog Display’ link or the Executive Summary. It verifies that all previous steps have been successfully completed and saved. The Submit button will only appear if the previous steps are error-free.
Updating a Program, Step by Step

1. Click the Update link of the appropriate Completely Approved program.

<table>
<thead>
<tr>
<th>Program Title/Actions</th>
<th>Beginning Term</th>
<th>College(s)</th>
<th>Career</th>
<th>Program Type</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work M.S.W.</td>
<td>Fall 2016</td>
<td>Education &amp; Human Devel, Coll</td>
<td>Graduate</td>
<td>Master's</td>
<td>Completely Approved</td>
</tr>
<tr>
<td>Social Work M.S.W.</td>
<td>Fall 2014</td>
<td>Education &amp; Human Devel, Coll</td>
<td>Graduate</td>
<td>Master's</td>
<td>Completely Approved</td>
</tr>
<tr>
<td>Social Work M.S.W.</td>
<td>Spring 2013</td>
<td>Education &amp; Human Devel, Coll</td>
<td>Graduate</td>
<td>Master's</td>
<td>Completely Approved</td>
</tr>
<tr>
<td>Social Work M.S.W.</td>
<td>Fall 2011</td>
<td>Education &amp; Human Devel, Coll</td>
<td>Graduate</td>
<td>Master's</td>
<td>Completely Approved</td>
</tr>
</tbody>
</table>

2. Choose “only future” or “current (and future)’ students (refer to Changes to Current versus Future Dated Programs for implications, page 12), then click **Continue**. Note: depending on the term of the program you have chosen, you may NOT see the “current (and future) students” link.

Program Title: Social Work M.S.W.

Update Program - Select Update Type

* = Required Field

Instructions

To update this fully-approved program, a new update proposal must be created. The first step in creating this proposal is to specify the type of update. This update type is considered setup data that cannot be changed. Instead, you would need to delete the proposal and create a new one of the correct update type. Please select the appropriate update type below. Only one type of update may be available, depending on the effective term of the original program.

- **Create a proposal affecting only future students**
  1. The term that the changes become available is limited to subsequent terms which will be presented.
  2. Most of the fields can be updated, including data that affects the rules for completing the program.

- **Create a proposal affecting current (and future) students**
  1. The term that the changes become available will be the same as the term of the original program.
  2. The fields that can be updated are limited to mostly display-only (catalog) data that does not affect the rules for completing the program.
3. Choose the appropriate Effective term from the drop down list box, then click

TIP: When creating a new proposal saving each step all the way to Step 8 will allow you to access all pages, and to skip around. Use the Draft Catalog Display link, as well as the Executive Summary, which shows delta changes (old versus new) in order to check your work.
### Step 1 – General Information

**Program Title:** Spanish Studies B.A.

**Approval Status:** Proposal Not Submitted

**Program Last Saved By:** Nancy S. Kissel

**Program Last Saved:** Feb 22, 2012 9:30:20 AM

---

#### Required Field

- **Institution:** University of Minnesota, Twin Cities (UWTC)
- **Campus:** Twin Cities (UWTC)
- **Career:** Undergraduate (UGRA)
- **Program title (short):** Spanish Studies B.A
- **Program title (long):** Spanish Studies B.A
- **Program short description:** Spanish
- **Effective Term:** Fall 2012 – Tentative
- **Additional Terms:** The program is 8 semesters (40 years) long

#### Stakeholder college(s):

- Liberal Arts College of
- Degree-granting college
- Approver college
- Administrative college

#### Department(s):

- Spanish & Portuguese

#### First term admitting students:

- Spring 1990

#### Degree:

- Bachelor of Arts

#### Catalog description:

The program develops analytical skills and methodologies needed to explore Hispanic and Hispanic-American languages and cultures.

It is important to note that department majors and minors are not simply Spanish and Portuguese language majors or minors, rather, they are liberal arts majors and minors concentrating on Spanish, Latin America, and/or Lusophone literary, cultural, and linguistic studies with language skills at the foundation. All major and minor options in this department begin with prerequisite language courses, followed by advanced language skills courses (special arrangements may be made for native speakers of Spanish or Portuguese). These are followed by critical analysis

#### RIL/REC Codes:

- 1. ASE
- 2.
- 3.

#### Field of Study:

- Communications, Languages, and Cultural Studies

#### Program contact’s U of M Internet ID:

- Eagle

#### Program contact’s email address:

- mkipka@umn.edu

#### Program contact’s full name:

- Nanette Kipka

#### Program contact’s campus mail address:

- CLA Undergraduate Programs
- Room 205
- John
- 19741
- 105 Pleasant St SE
- Minneapolis, MN 55440

#### Program contact’s phone number:

- 612/624-4001

---

**Pop-up window:**

- **Update Additional Terms**
  - Update Additional Terms
- **Update Summer Terms**
  - Update Summer Terms

**Pop-up window:**

- **Update Summer Terms**
  - This program does not require summer terms.
  - This program requires summer terms.
1. **General Info**
   a. Fields available for update will vary (depending on whether the proposal affects current or future students).
   b. Program Title
      i. Program Title (short) – for internal use only and will not display in public information. Maximum length of 30 characters. It may match Program Title (long).
      ii. Program Title (long) – will appear on transcripts, in print and online catalogs, and in the Graduation Planner.
         1. Maximum length of 100 characters
         2. Should not have abbreviations
         3. Degree type must be included
         4. For minors, the word “Minor” must be included
   c. Additional Terms – Indicates the expected length of the program. Click the “Update Additional Terms” button to make the appropriate selection from the pop-up window.
   d. Summer Terms – Designates whether a summer term(s) is required. Click the “Update Summer Terms” button to make a selection.
   e. Stakeholder College
      i. If more than one college has a ‘stake’ or input in the program, a row can be added by clicking the **Add College** button.
      ii. The appropriate Degree-granting, Approver, Administrative and Budgetary college can then be chosen.
      iii. See page 49 for details on Stakeholder Colleges and the approval process.
   f. Department(s)
      i. To change the department associated with the program, choose from the drop down list box.
      ii. More than one department can be associated with a program. If appropriate, click the **Add Department** button and select the department.
   g. Degree
      i. May be changed (for example, from a B.F.A. to a B.A.) using the drop down menu.
      ii. If the degree is not listed, select “New Degree” and enter the new degree type in the field provided.
   h. Catalog description
      i. Will appear in the online catalog, and will be downloaded for the print catalog.
      ii. Field has limited formatting options, and no spell check. Maximum length of 3200 characters.
   i. RIASEC Codes – codes associated with a career planning tool and used with the Graduation Planner. College career centers can help with this field.
   j. Field of Study – program interest code, used by the Admissions Office and the Graduation Planner.
   k. U of M Internet ID for Program Contact
      i. Person to be contacted if Approvers have questions on the proposal.
      ii. Enter the Internet ID of the contact, and click the **Add/Update Contact** button to update.
      iii. Only one contact can be listed (will not be published outside PCAS).
iv. Contact details are pulled from the online directory as PCAS only stores the Internet ID. (If information is not correct, contact Human Resources.)
Step 2 – Narrative Material

The university uses a standard set of criteria to review proposals for new or changed academic programs. These criteria parallel those used in the university’s periodic review of colleges and departmental academic and administrative units. Please carefully review the policies and guidelines before completing this section.

For new programs, please address all of the questions below for changed, updated, or discontinued programs (including new sites and new distance delivery) please address the rationale for the proposed changes; Proposed changes to existing programs, in general, require significantly less documentation than those for new programs. Accordingly, the proposal narrative should address only the questions below that relate directly to the proposed change.

The page requires a significant amount of information and it cannot be saved until the necessary fields have been completed. The best way to complete the steps is to compose all of your responses in a text editor, then copy and paste them into this page.

**Required Field**

*Brief summary or overview of reason for proposed new program or rationale for change.* Approximately one to two sentences.

Site(s) beyond the home campus where this program will be delivered:

Enter the external accrediting agency for this program, if applicable:

External accrediting agency address:

External accrediting agency phone number:

If the agency has a website, please enter the URL:

How frequently is this program reviewed by the agency?

When is the accrediting agency review, if scheduled:

Academic Exchange or Articulation Agreement:

If this program is a joint program delivered in cooperation with another academic institution, or if it involves an articulation agreement or a formal academic exchange involving the granting or transferring of college credits at any level, use the following text box to briefly describe the purpose and sources of support for the program, and then forward a copy of the proposed agreement to SVP & AAP (Senior Vice President for Academic Affairs and Provost). Proposals for international exchanges should be submitted to the Office of International Programs on the Twin Cities campus prior to submitting them to the SVP & AAP. Include government approvals, where required.

For information about articulation agreements, see [http://www.umn.edu/policies/academic/exchanges.html](http://www.umn.edu/policies/academic/exchanges.html)

For contracting guidelines, see Office of the General Counsel: [http://www.umn.edu/contracts/guidelines.html](http://www.umn.edu/contracts/guidelines.html)

For international agreements, see [http://www.international.umn.edu/exchanges/student/index.cfm](http://www.international.umn.edu/exchanges/student/index.cfm)

Partnerships with PROSCU should follow the “guidelines for the development of applied partnership degree programs” [www.umn.edu/degrees/applied/degree.html](http://www.umn.edu/degrees/applied/degree.html).

Program delivery is available via:

- Classroom (majority of program is face-to-face)
- Completely online (all course work for programs designated as online should be able to be completed online, for programs in a distribution, as long as students can complete these in their own community, the program is still considered online)
- Primarily online (at least 90% of instruction in the entire program is online. Intensive, but short period of face-to-face course work may be required (e.g., two weeks in summer session). No required course in the program should necessitate the students travel to a classroom location weekly.)
- Partially online (between 50% and 90% of the instruction in the entire program is online)

If this program involves only an articulation agreement, exchange, or international agreement, you must submit the relevant materials on paper; do not complete the remaining steps in the PCAS program. If there are curriculum changes as well, complete the remaining steps but submit the copies of the agreement separately.

(continued on next page)
1. Mission, Priorities, and Interrelatedness

- In what specific ways is the proposed program consistent with the university’s mission? With the unit’s mission?
- How does the program support the unit’s strategic direction and campus?
- How will the program contribute to the priorities of the University, the campus, and the unit?
- How does the program relate to other University academic programs?
- What are the implications – including impact of prerequisites and related courses – on other units, colleges, or campuses? (Document your consultation by providing copies of correspondence with relevant units to establish collaborations on interdisciplinary programs, use courses from other units, etc.)

<table>
<thead>
<tr>
<th>Mission, Priorities and Interrelatedness:</th>
<th>Up to 2000 characters [1915 characters available]</th>
</tr>
</thead>
<tbody>
<tr>
<td>This program prefaces ECA development so no information is available for this field.</td>
<td></td>
</tr>
</tbody>
</table>

2. Need and Demand

- What is the need and demand for the program? Proposals for programs that reach very small numbers of students are discouraged. Use the following kinds of evidence, as appropriate:
  - Evidence that the program meets societal needs and expectations
  - Evidence of consultation with employers or professional organizations, if appropriate
  - Employment data, if appropriate (availability of jobs for graduates)
  - Enrollment data for similar programs
  - Data reflecting student interest or demand, both short- and long-term
  - What are the intended geographic service area and the prospective student market?
  - How will students benefit from the program?

<table>
<thead>
<tr>
<th>Need and Demand:</th>
<th>Up to 2000 characters [1915 characters available]</th>
</tr>
</thead>
<tbody>
<tr>
<td>This program prefaces ECA development so no information is available for this field.</td>
<td></td>
</tr>
</tbody>
</table>

3. Comparative Advantage

- What are the unique characteristics of the program that make it particularly appropriate to the University of Minnesota?
- Are there comparable academic programs in Minnesota, and, if applicable, elsewhere? (Document your consultation with other units within the University and/or research of other institutions with similar programs, if they exist, in the area.)

<table>
<thead>
<tr>
<th>Comparative Advantage:</th>
<th>Up to 2000 characters [1915 characters available]</th>
</tr>
</thead>
<tbody>
<tr>
<td>This program prefaces ECA development so no information is available for this field.</td>
<td></td>
</tr>
</tbody>
</table>

4. Efficiency, Effectiveness, and Use of Resources

- Is the program within the capacity of the unit’s resources?
- Have resources been reallocated within the unit to support the proposed program? If so, how?
- If additional resources are needed, how will the program leverage existing resources to attract new resources?
- What steps will be taken to ensure the program is operated economically and effectively?

<table>
<thead>
<tr>
<th>Efficiency, Effectiveness, and Use of Resources:</th>
<th>Up to 2000 characters [1915 characters available]</th>
</tr>
</thead>
<tbody>
<tr>
<td>This program prefaces ECA development so no information is available for this field.</td>
<td></td>
</tr>
</tbody>
</table>

5. Program Quality and Assessment

- What are the learning outcomes for the program? How will the outcomes be measured? How often?
- How, when, and by whom will program quality be measured?
- How will the college, department, and program instructors continue to improve the teaching and learning in this program?
- Is the program subject to review by a specialized accreditation agency? If yes, what agency and what is the review cycle?
- How, if at all, will the program address the University’s diversity goals, e.g., student and faculty recruitment, curriculum, etc.

<table>
<thead>
<tr>
<th>Program Quality and Assessment:</th>
<th>Up to 2000 characters [1915 characters available]</th>
</tr>
</thead>
<tbody>
<tr>
<td>This program prefaces ECA development so no information is available for this field.</td>
<td></td>
</tr>
</tbody>
</table>

6. Program Development

- What planning and development authorities generated the proposal?
- When was the proposal reviewed and approved (department, college or campus curriculum committee, deans’ or chancellors’ offices, etc.?)

(continue on next page)
2. Narrative Material
   a. For programs updates, the first field “Brief summary or overview…” is required. A two to three sentence summary of the reason for this change is requested. This will aid all approvers in locating the changes in the proposal.
   b. For new programs, all fields on this step must be entered.
   c. The “Program delivery is available via” field allows for more than one checkbox to be checked.
   d. The following generic comments have been entered as placeholder text for various fields in the case where the program’s initial approval pre-dates the use of PCAS. It need not be changed.
      i. “This program predates PCAS development so no information is available for this field”
      ii. “PCAS data entry”
   e. The button is made available in the case of a new program, when consideration will need to be given for number of students, staffing and space allocation. For updates to existing programs, there is no need to use this button.

Note: while the next three steps detail very different data, they manually operate the same. Please go to “Course Group/List Explanation” on page 39 for detailed instructions on entering this information.
3. Admission Requirements

a. Details the GPA, course, and other requirements (including test scores, for graduate program) for admittance to the program.

b. Courses are sorted into on groups and lists using the Required Courses section. “No course groups currently exist,” indicates that no courses have been detailed.
   i. **TIP:** Do not list in detail in “Description” field the classes that will be entered in course group/list logic.

c. Please go to the Course Group/Course List Explanation on page 39 for detail on entering course information in this step.
4. **Program Requirements**
   a. Details requirements for completing this major or minor.
   b. Specify offered plan types for Master’s programs.
   c. For programs with sub-plans (tracks), courses required for all sub-plans are entered here. It is recommended that for undergraduate majors with tracks, at least half of the requirements for the major are common across all tracks.
   d. Please go to the ‘Course Group/Course List Explanation’ on page 39 for detail on entering course information in this step.
   e. There are two sets of Course Group/List buttons on this page, in separate sections

   i. Required courses – course groups/lists will be separated by AND
   ii. Focus requirements – course groups/lists will be separated by OR
   iii. For a detailed explanation of this difference, please go to ‘Required Courses/Focus Course Groups Information’ on page 44.
### Step 5 – Sub-plan Reqs

#### Program Title: Animal Science B.S.

<table>
<thead>
<tr>
<th>Step 5: Sub-plan Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>*= Required Field</td>
</tr>
<tr>
<td>Fix a sub-plan required for this program?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current sub-plans:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Ind</td>
</tr>
<tr>
<td>Animal Science BS</td>
</tr>
</tbody>
</table>

#### Step 5: Sub-plan Creation

* = Required Field

- Title (short) of sub-plan: Animal Industry
- Title (long) of sub-plan: Animal Industry
- Short description of sub-plan: Animal Ind
- Associated program: Animal Science B.S.
- This sub-plan is a(n): Sub-plan which fulfills the 'Sub-plan Required' program requirement
- Optional Sub-plan
- Honors Sub-plan
- Type of sub-plan: Emphasis
- Sub-plan code: ANIMALINDU
- First term admitting students: Spring 2004
- Effective date: Fall 2012

- Sub-plan catalog description: Up to 1500 characters (1500 characters available)
- Degree requirements: Up to 3000 characters (3000 characters available)

Clicking on an Edit button will open a new page.

(continue on next page)
5. Sub-plan Requirements
   a. Details the requirements and options available for sub-plans attached to the degree program.
   b. Sub-plans may or may not be required for completion of the program. All sub-plans must be entered in PCAS; if sub-plans are required for degree completion, you must indicate on each sub-plan whether it can be used to meet the “required sub-plan” expectation.
   c. Master’s programs must specify Master’s Option (Plan A, Plan B, etc.) as a sub-plan, along with any academic sub-plans.
   d. Graduate minors should create a sub-plan for each degree level at which the minor is offered (i.e., Doctoral and/or Master’s). Coursework specific to the Doctoral or Master’s level minor is entered here.
   e. For other programs it is a department/collegiate decision as to whether course information should be entered as program requirements or as sub-plan requirements.
f. Please go to the ‘Course Group/Course List Explanation’ on page 39 for detail on entering course information in this step.

g. Sub-plan Requirements also allow you to enter courses in either the Required courses area or the Focus requirements course area.
   i. Required courses – course groups/lists separated by AND
   ii. Focus course groups – course groups/lists separated by OR
   iii. For a detailed explanation of this difference, please go to ‘Required Courses/Focus Course Groups Information’ on page 44.
Step 6 – Sample Plans

All undergraduate degree programs are required to have at least one sample plan. Existing programs will have at least one, already created sample plan. Multiple sample plans may be created using the [Create New] button. An example is the American Indian Studies B.A., which has the following sample plans:

- General
- Language

Graduate degree programs generally do not use sample plans.

Clicking on an Edit button will open a new page (shown on next page)
### Step 6: Sample Plan

The courses displayed in this sample plan are initially based on the Recommended Semester entered for each course offered.

You can delete items below by clicking the "Delete" button next to the item. You can then add any new items (including freshman composition, language, and liberal general education courses) by clicking the "Add Course", "Add General Requirement", or "Add Other Requirement" button. Use the "Update Credits" button to enable the fields for changing the number of credits for items in a given term.

### *Required Field

**Sample Plan Details**

<table>
<thead>
<tr>
<th>Sample plan name</th>
<th>Animal Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
<td>121.0 cr</td>
</tr>
</tbody>
</table>

**Show LE Table**

The LE Requirements table shows which LE requirements are accounted for in your sample plan. Some LE requirements may be fulfilled by courses in the major. Use this grid to identify LE requirements that have not yet been accounted for, so that you can add those requirements to your sample plan.

To display the LE table, please click on the button to the left.

- [Policy on basal/academic credit requirements | Liberal Education requirements and current courses](#)

#### Year 1 - Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>APEC 1001</td>
<td>Principles of Microeconomics (4.0 cr)</td>
</tr>
<tr>
<td>MATH 1031</td>
<td>Calculus I (4.0 cr)</td>
</tr>
<tr>
<td>ANSC 1120</td>
<td>Introductory Animal Science (4.0 cr)</td>
</tr>
<tr>
<td>APEC 1102</td>
<td>Principles of Macroeconomics (3.0 cr)</td>
</tr>
<tr>
<td>CHEM 1005</td>
<td>Introductory Chemistry: Lecture (3.0 cr)</td>
</tr>
<tr>
<td>ECON 1005</td>
<td>Principles of Microeconomics (3.0 cr)</td>
</tr>
</tbody>
</table>

**Add Course**

**Add General Requirement**

**Add Other Requirement**

**Update Credits**

#### Year 1 - Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 1102</td>
<td>Principles of Microeconomics (3.0 cr)</td>
</tr>
<tr>
<td>MATH 1031</td>
<td>Calculus I (4.0 cr)</td>
</tr>
<tr>
<td>ANSC 1120</td>
<td>Introductory Animal Science (4.0 cr)</td>
</tr>
<tr>
<td>APEC 1102</td>
<td>Principles of Macroeconomics (3.0 cr)</td>
</tr>
<tr>
<td>CHEM 1005</td>
<td>Introductory Chemistry: Lecture (3.0 cr)</td>
</tr>
<tr>
<td>ECON 1005</td>
<td>Principles of Microeconomics (3.0 cr)</td>
</tr>
</tbody>
</table>

**Add Course**

**Add General Requirement**

**Add Other Requirement**

**Update Credits**

#### Year 1 - Summer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 4990</td>
<td>Professional Experience Program: Internship (3.0 cr)</td>
</tr>
</tbody>
</table>

**Add Course**

**Add General Requirement**

**Add Other Requirement**

**Update Credits**

#### Year 2 - Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 3801</td>
<td>Livestock Merchandising (3.0 cr)</td>
</tr>
<tr>
<td>ANSC 3820</td>
<td>Principles of Strategic Communication (3.0 cr)</td>
</tr>
<tr>
<td>ANSC 4990</td>
<td>Professional Experience Program: Internship (3.0 cr)</td>
</tr>
</tbody>
</table>

**Add Course**

**Add General Requirement**

**Add Other Requirement**

**Update Credits**

#### Year 2 - Summer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 4990</td>
<td>Professional Experience Program: Internship (3.0 cr)</td>
</tr>
</tbody>
</table>

**Add Course**

**Add General Requirement**

**Add Other Requirement**

**Update Credits**

### … All semesters…

#### Year 4 - Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 4990</td>
<td>Professional Experience Program: Internship (3.0 cr)</td>
</tr>
<tr>
<td>ANSC 3801</td>
<td>Livestock Merchandising (3.0 cr)</td>
</tr>
<tr>
<td>ANSC 3820</td>
<td>Principles of Strategic Communication (3.0 cr)</td>
</tr>
</tbody>
</table>

**Add Course**

**Add General Requirement**

**Add Other Requirement**

**Update Credits**

#### Year 4 - Summer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 4990</td>
<td>Professional Experience Program: Internship (3.0 cr)</td>
</tr>
</tbody>
</table>

**Add Course**

**Add General Requirement**

**Add Other Requirement**

**Update Credits**
6. Sample Plan  
   a. Sample plans do not reference the ideal way to complete a program; rather, each shows one way to complete a program.
   b. Sample plans are viewable in the University Catalogs and Grad Planner.
   c. Multiple sample plans may be created for each program/sub-plan by clicking on the “Create Sample Plan…” button. PCAS will auto-generate a starting point sample plan, based on course information (and earliest, latest, and recommended semesters) as entered in the Admission, Program, and Sub-plan Requirements.
   d. General guidelines for sample plans:
      i. Are there an appropriate number of credits in each term? (Not too many or too few)
      ii. Are courses appropriate for the term in which they appear? For example, no 4xxx- level classes in Year One.
      iii. Have the Liberal Education requirements been met?
   e. The Liberal Education grid is provided to assist in tracking which Lib Ed requirements have been met, either by courses in the major or by using the “LE Requirement” label, which can be attributed to one or more liberal education requirement. See additional comments below.
   f. Below is an example of how a Sample Plan will appear in the University Catalog.

**University Catalogs**

> Return to program Accociation

**Program Sample Plan**

<table>
<thead>
<tr>
<th>Program name:</th>
<th>Animal Science B.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-plan:</td>
<td>Animal Production (Subplan focus: Beef)</td>
</tr>
<tr>
<td>Sample Plan:</td>
<td>Animal Production (Beef Focus)</td>
</tr>
<tr>
<td>Total Credits:</td>
<td>121.0</td>
</tr>
</tbody>
</table>

The sample plan below shows you one of several possible ways to complete this degree. Your academic plan may look different if you have already fulfilled some requirements, if you have multiple course options to choose from in your major, or if you choose not to follow a given term. Use Grad Plan to make your customized plan, and work with your academic advisor to ensure that you are on track to graduate on time.

<table>
<thead>
<tr>
<th>Year 1 - Fall Semester: 14.0 cr</th>
<th>Year 1 - Spring Semester: 15.0 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1031 - College Algebra and Probability: 3.0 cr</td>
<td>APIC 1101 - Principles of Microeconomics: 4.0 cr</td>
</tr>
<tr>
<td>AGRO 1103 - Crops, Environment, and Society: 4.0 cr</td>
<td>CCDS 101 - Fundamentals of College Survival: 1.0 cr</td>
</tr>
<tr>
<td>ANSC 1011 - Pre-veterinary Medicine: 3.0 cr</td>
<td>ANSC 1101 - Introductory Animal Science: 4.0 cr</td>
</tr>
<tr>
<td>Freshman Composition: 4.0 cr</td>
<td>CHEM 1015 - Introductory Chemistry: Lecture: 3.0 cr</td>
</tr>
<tr>
<td></td>
<td>Introductory Chemistry: Laboratory: 1.0 cr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2 - Fall Semester: 16.0 cr</th>
<th>Year 2 - Spring Semester: 16.0 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1009 - General Biology: 4.0 cr</td>
<td>APIC 2111 - Statistics for Animal Science: 4.0 cr</td>
</tr>
<tr>
<td>COMM 1101 - Introduction to Public Speaking: 3.0 cr</td>
<td>BIOC 2111 - Biochemistry of the Agricultural and Health Sciences: 4.0 cr</td>
</tr>
<tr>
<td>ANSC 2401 - Animal Nutrition: 3.0 cr</td>
<td>CFAN 1501 - Biotechnology, People, and the Environment: 3.0 cr</td>
</tr>
<tr>
<td>ANSC 2511 - Food Products for Consumers: 3.0 cr</td>
<td>ANSC 3201W - Environment, Global Food Production, and the Citizen: 3.0 cr</td>
</tr>
<tr>
<td>LE (Literature): 3.0 cr</td>
<td>LE (Writing Intensive - Lower Division): 3.0 cr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3 - Fall Semester: 14.0 cr</th>
<th>Year 3 - Spring Semester: 15.0 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 5321 - Animal Breeding: 4.0 cr</td>
<td>ANSC 5511 - Animal Growth and Development: 3.0 cr</td>
</tr>
<tr>
<td>APST 2031 - Current Technical Computation: 3.0 cr</td>
<td>APIC 3811 - Principles of Farm Management: 3.0 cr</td>
</tr>
<tr>
<td>ANSC 1701 - Historical Influence of the Horse on Society: 3.0 cr</td>
<td>ANSC 4403 - Nutritional Sciences: 3.0 cr</td>
</tr>
<tr>
<td>History Elective: 6.0 cr</td>
<td>LE (University and Soc Justice US): 1.0 cr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 4 - Fall Semester: 16.0 cr</th>
<th>Year 4 - Spring Semester: 15.0 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 5669 - Business Planning for Animal Enterprises: 3.0 cr</td>
<td>WRIT 5562W - Technical and Professional Writing: 4.0 cr</td>
</tr>
<tr>
<td>ANSC 4403 - Beef Production Systems Management: 4.0 cr</td>
<td>ANSC 4956 - Professional Experience Program: Internship: 1.0 cr</td>
</tr>
<tr>
<td>ANSC 4413 - Advanced Beef Production Systems Management: 3.0 cr</td>
<td>Elective: 4.0 cr</td>
</tr>
<tr>
<td>ANSC 2201 - Human and Animal Physiology: 2.0 cr</td>
<td>LE (Arts/Humanities): 4.0 cr</td>
</tr>
<tr>
<td>Laboratory: 3.0 cr</td>
<td>Laboratory: 3.0 cr</td>
</tr>
</tbody>
</table>
Working with Sample Plans

### Year 1 - Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Composition</td>
<td>4.0 cr</td>
</tr>
<tr>
<td>Language</td>
<td>3.0 cr</td>
</tr>
<tr>
<td>LE Requirement</td>
<td>4.0 cr</td>
</tr>
<tr>
<td>(Physical Sciences)</td>
<td></td>
</tr>
<tr>
<td>CLA 1001: First Year Experience</td>
<td>3.0 cr</td>
</tr>
<tr>
<td>Recommend that students visit at least one professor in office hours</td>
<td></td>
</tr>
<tr>
<td>each semester.</td>
<td>0.0 cr</td>
</tr>
</tbody>
</table>

#### Add Course
- Shows all the courses not yet designated that 'fit' that term

#### Add General Requirement
- Used to add general/liberal ed req's

#### Add Other Requirement
- Used for adding text fields

#### Sort courses within term

#### Shows other terms to which this course may be moved

#### Update Credits
- Click this button to change credit values for classes
Displaying the Liberal Education (LE) Table

The LE table is hidden unless the LE Table button is clicked.

The LE table displays which LE requirements have been accounted for in the sample plan, either via a Major course or Other Course. The goal is to have the minimum credits needed for each LE requirement show in the Credits column. Other Courses are inserted by using the General Requirements button.

Links at the bottom will display additional information on LE requirements.

Title Guidelines
The title “Sample Plan” will default. Give your sample plan a title using the following:

- When a sample plan does not include a sub plan, the name of the plan should be the same as the name of the major without the degree initials.
  For example, the sample plan name for the Child Psychology B.S. would be Child Psychology.
- A plan that is created based on a sub plan should have the same name as the sub-plan.
  For example, the sample plans for the Mathematics B.S. would be Actuarial Science, Computer Applications, Mathematical Biology, and Mathematics Education.
- The words "Sample Plan" should not be part of the title.
### Step 7 – Checkpoint Charts

**Program Title:** Aerospace Engineering and Mechanics B.A.E.M.

**Approval Status:** Proposal Not Submitted

**Program Last Saved:** Mar 2, 2012 3:04:31 PM

**By:** Nancy G. Killian

---

**Step 7: Checkpoint Chart**

The chart of checkpoint requirements below has been dynamically generated based on course groups created in Step 3 - Admission Requirements, Step 4 - Program Requirements, and Step 5 - Sub-plan Requirements. If this checkpoint chart does not match your expectations, please return to the appropriate step(s) and edit each course or course group that you wish to change.

Each checkpoint requirement is represented by a row in the chart. Green bars denote the terms in which a checkpoint's courses can be taken. A bar that contains a light-green plus symbol (+) further denotes the recommended term for taking a checkpoint course.

<table>
<thead>
<tr>
<th>Checkpoint requirements</th>
<th>Requirement definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Potential term for fulfilling the requirement</td>
<td></td>
</tr>
<tr>
<td>+ Recommended term for fulfilling the requirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 1</td>
</tr>
<tr>
<td></td>
<td>Fall</td>
</tr>
</tbody>
</table>

- **General requirement checkpoints** (complete all)
  - Freshman Composition: Complete the freshman composition requirement.
  - Mathematics Core: (MATH 1271 or MATH 1271H)
  - Mathematics Core: (MATH 1372 or MATH 1272)
  - Mathematics Core: (MATH 2374 or MATH 2283)
  - Physics Core: (PHYS 1301 or PHYS 1401V)
  - Physics Core: (PHYS 1302 or PHYS 1402)
  - Chemistry Core: ([CHEM 1061 and CHEM 1065] or [CHEM 1071H and CHEM 1075H])
  - Statics Core: (AEIM 201)

- **Program requirement checkpoints** (complete all)
  - AEIM Core: AEIM 2012
  - AEIM Core: AEIM 2301
  - AEIM Core: AEIM 3031
  - AEIM Core: AEIM 4201
  - AEIM Core: AEIM 4202
  - AEIM Core: AEIM 4203
  - AEIM Core: AEIM 4301
  - AEIM Core: AEIM 4302
  - AEIM Core: AEIM 4303
  - AEIM Core: AEIM 4304
  - AEIM Core: AEIM 4305
  - AEIM Core: AEIM 4306
  - AEIM Core: AEIM 4307
  - AEIM Core: AEIM 4308
  - AEIM Core: AEIM 4309
  - AEIM Core: AEIM 4310
  - AEIM Core: AEIM 4311
  - AEIM Core: AEIM 4312
  - AEIM Core: AEIM 4313
  - AEIM Core: AEIM 4314
  - AEIM Core: AEIM 4315
  - AEIM Core: AEIM 4316
  - AEIM Core: AEIM 4317
  - AEIM Core: AEIM 4318
  - AEIM Core: AEIM 4319
  - AEIM Core: AEIM 4320
  - AEIM Core: AEIM 4321
  - AEIM Core: AEIM 4322
  - AEIM Core: AEIM 4323
  - AEIM Core: AEIM 4324
  - AEIM Core: AEIM 4325
  - AEIM Core: AEIM 4326
  - AEIM Core: AEIM 4327
  - AEIM Core: AEIM 4328
  - AEIM Core: AEIM 4329

- **Math, Science, and Engineering**
  - CGG 1113
  - Math, Science, and Engineering: EE 3005
  - Math, Science, and Engineering: EE 3006
  - Math, Science, and Engineering: ME 3324
7. **Checkpoint Chart**

a. This is a graphic representation of information entered on the Requirement steps.

b. No changes can be made on this step; changes are made on the Requirement steps.

c. Checkpoint charts automatically populate Freshman Composition and Language requirements.

d. Course groups/lists must be marked as a checkpoint in Steps 3, 4 and/or 5 in order to display in the Checkpoint Chart.

e. The + symbol designates the recommended term for a class to be taken.

f. The + symbol will not display in the following situations:
   
   i. The requirement has multiple options (i.e., [LEAD 1961W or OLPD 1302]).
   
   ii. It represents a new course prior to its effective date.
Step 8 – Submit

Program Title: Aerospace Engineering and Mechanics B.A.E.M.

Approval Status: Approved for Submission
Program Last Saved: 6/22/2020
By: Nancy G Killian

8. Submit

   a. Clicking on Step 8 brings you to the page containing the submit button.
   b. You will not be able to submit a program for approval if there are significant errors.
   c. The submit button will only appear when critical errors have been resolved.
   d. Once a proposal is submitted for approval, the editor is prevented from making additional edits.
   e. If additional changes need to be made by the editor, the proposal would need to be sent back to the “unsubmitted” level.
   f. Two methods exist for looking at the changes that have been made in the proposal.

      i. View Executive Summary opens a new window and provides a ‘delta’ view of the way the program originally looked and the proposed changes. (See example below.)

      ii. Show Draft Catalog Display previews the program information as it will appear on the University Catalog page. (See example below.)
Executive Summary

Program Title: Biochemistry B.S.

Jump down to: General | Narrative | Admission | Program | Sub-plan

<table>
<thead>
<tr>
<th>General Information</th>
<th>Hide Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
<td>University of Minnesota, Twin Cities/Rochester (UMNCT)</td>
</tr>
<tr>
<td>Campus:</td>
<td>Twin Cities (UMNCT)</td>
</tr>
<tr>
<td>Career:</td>
<td>Undergraduate (UGRD)</td>
</tr>
<tr>
<td>Program type:</td>
<td>Baccalaureate</td>
</tr>
<tr>
<td>Program title (short):</td>
<td>Biochemistry B.S.</td>
</tr>
<tr>
<td>Program title (long):</td>
<td>Biochemistry B.S.</td>
</tr>
<tr>
<td>Program short description:</td>
<td>Biochem</td>
</tr>
<tr>
<td>Additional terms:</td>
<td>• 8 semesters (4.0 years) long. &lt;no change&gt;</td>
</tr>
<tr>
<td></td>
<td>• This program does not require any summer terms.</td>
</tr>
<tr>
<td>*Should this program display in the catalog?:</td>
<td>Yes</td>
</tr>
<tr>
<td>Stakeholder college(s):</td>
<td>• Biological Sciences, Coll of</td>
</tr>
<tr>
<td>Degree-granting college(s):</td>
<td>• Biological Sciences, Coll of</td>
</tr>
<tr>
<td>Approver college(s):</td>
<td>• Biological Sciences, Coll of</td>
</tr>
<tr>
<td>Administrative college(s):</td>
<td>• Biological Sciences, Coll of</td>
</tr>
<tr>
<td>Budgetary college(s):</td>
<td>• Biological Sciences, Coll of=100</td>
</tr>
<tr>
<td>Acad plan code(s):</td>
<td>• Biological Sciences, Coll of=012420110</td>
</tr>
<tr>
<td>Department(s):</td>
<td>• Biochemistry, Molecular Biology, &amp; Biophysics TCBS</td>
</tr>
<tr>
<td>First term admitting students:</td>
<td>Fall 1965</td>
</tr>
<tr>
<td>Effective date:</td>
<td>2016-09-06 (Fall 2016)</td>
</tr>
<tr>
<td>Degree:</td>
<td>Bachelor of Science (B.S)</td>
</tr>
<tr>
<td>Catalog description:</td>
<td>Biochemists study molecules found in living organisms, particularly proteins, nucleic acids, lipids, and carbohydrates. Biochemistry majors learn about the biochemical pathways, structure and</td>
</tr>
</tbody>
</table>
## Program Requirements

| **Program length in credits:** | 120 to 120 credits | <no change> |
| **Major length in credits:** | 75 to 87 credits | <no change> |
| **Number of semesters of a second language that are required:** | 0 semester(s) | <no change> |
| **Specific language(s) required:** | No Second Language | <no change> |

### Focus course groups:

| **Title for this set of focuses:** | <no change> |
| **Description for this set of focuses:** | <no change> |

**Test Group 1**
- **AMIN 1001** - American Indian Peoples in the United States [DSI] (3.0 cr) [OPT]
- **AMIN 1002** - Indigenous Peoples in Global Perspective [GP] (3.0 cr) [AFV]

**Course Group 2**
- **AMIN 3301** - American Indian Philosophies [AH, DSI] (4.0 cr) [OPT]
- **AMIN 3711** - Dakota Culture and History [HSI, DSI] (3.0 cr) [OPT]
All required steps have been saved. To send 'American Indian Studies B.A.' on to the approval process, please click 'Submit' below. Final validation of your program will happen at this time, and if there are errors, you will be taken to the first step that contains errors.

To review the program in summary form (except for sample plans and the checkpoint chart), click on the 'View Executive Summary' link in the upper right corner of this page.

To see a sample of what this program would look like on the online catalog, click the link titled 'Show Draft Catalog Display'. Please note that this is a draft version of the display, as the proposal must still receive the appropriate approvals.
Course Group & Course List Explanation

The following information is common to working with program data on (Step 3) Admission Requirements, (Step 4) Program Requirements and (Step 5) Sub-plan Requirements.

If no course groups/lists have been entered for the program, the following message will appear.

<table>
<thead>
<tr>
<th>No course groups currently exist.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add New Group</td>
</tr>
</tbody>
</table>

Question: How do you wish to present degree requirements to students? How do you cluster them together?

The heart of PCAS consists of courses organized into Course Groups, Course Lists, Sub-groups, Sub-lists, and combinations of these four.

Use a **Course Group** if you describe the requirements with AND or OR.

**Course Groups (Simple)**

Students should take:
CI 5111 **AND**
CPSY 5251 **AND**
CPSY 5252 **AND**
EPSY 5625

Students should take:
AMIN 4990 **OR**
AMIN 4991

**And/Or Relationships**

Use a **Course List** if students will select a number of credits (or courses) from a list.

**Course List (Simple)**

Students should take 6 or more **credits** from the following:
ARTH 3005
CNES 3008
ARTH 3009
ARTH 3012

Student should take 2 or more **courses** from the following:
ARTS 1xxx

**Courses/Credits in a List**

Sub-groups/lists display in parentheses.
Can be a combination of groups and lists, up to four levels deep.

**Course Group with embedded Sub-group**

Students should take:
CPSY 3308 **AND**
(EPSY 5243 **OR** EPSY 5849) **AND**
(EPSY 3264 **OR** SOC 3811 **OR** STAT 3011)
Adding Course Groups or Course Lists

In the example above, three Course Groups have been created.

- To add an additional course group or list at this level, select Add New Group or Add New List.
- For additional groups/lists within one of these groups/lists, select Edit the course group/list.

Course Groups/Lists will display in a summarized form initially. Click on the Expand List button to see an expanded view of the courses in the course group/list.

- The Delete button will delete that course group/list.
- The Move buttons will move the group/list to display before/after other groups/lists.
- Use the Copy a Group button to duplicate another course group from this program (or another).
- Use the Merge Groups to merge groups/lists within the proposal.
Editing an existing group or list

Click the Edit button to add additional courses, groups or lists, or to update course information.

Tip: Once you edit a course group or list, you “step down” into the course group/list page. You will need to Save and Continue or Cancel to “step up” to the main page.

Once in edit mode, shown below, the following changes may be made:

- **Delete** a course
- Change the order of courses by using the **Move** buttons
- Change Earliest/Latest/Recommended Semester values
To add courses, sub-groups, or sub-lists, click either the Show Buttons… link, or the course group/list name in the reference box for the appropriate course group or list.

The following pop-up box will appear:

- **Add Sub-group** or **Add Sub-list** creates an additional layer of course requirements. (Up to four layers of sub-groups or sub-lists may be used.)
- **Sort Courses** re-orders the courses in the group or list alpha-numerically.
- **Add Catalog Course** adds a specific course from ECAS.
- **Add Level Course** adds a subject and level course (e.g. ARTS 3xxx when any 3xxx-level course from the ARTS may be used to fulfill the requirement).
- **Use Add Other Course** for special circumstances when a text description of the course is necessary.
The reference box on the right will track your sub-groups and sub-lists. It can be very helpful if they are descriptively named. In the following example, note the title changes based on which link name is clicked.

Tip: be careful you’ve selected the appropriate sub-group or sub-list before you begin adding requirements.

PCAS verifies course information with ECAS. Courses do not need to be fully approved to be added to PCAS, but must at least be entered into ECAS. PCAS will return error messages for the following circumstances.

- Course doesn’t exist in ECAS
- Recommended Semester doesn’t agree with “Terms most frequently offered” in ECAS
Guidelines for Selecting Checkpoint Courses

Checkpoint courses are key requirements in a degree program that need to be completed at specific times or in a specific order, so as to ensure timely degree progress.

Checkpoint courses should include:

- Specific courses that all students must take within an expected time frame.
- Courses that must be taken early in a student’s program, or that are taken in sequence MUST be marked as checkpoints.

Checkpoint courses should NOT include:

- Course lists that have many options or that are late in a student’s program
- Focus
- Electives

Data entry requirements:

- Any course group with an OR relationship that should be checked as a checkpoint must have equivalent earliest and latest semesters. This means that even if one course in the OR group is offered only in spring and two others only in fall, ALL THREE will have to be entered with a date range of fall to spring if they are to be marked as a checkpoint.

- If an entire OR group is a checkpoint, (that is, everything in it should be marked as a checkpoint), then all date ranges must match, even those in AND subgroups within the OR group. Recommended semesters are not required in OR groups and probably should be avoided unless they all naturally match (for example, second semester calculus options in a science major).

- In a mixed AND group that begins with individual courses and then switches to OR subgroups (e.g., A and B and (C or D) and (E or F) and the OR groups should NOT be marked as checkpoints, create an AND subgroup for the individual AND courses that is marked as a checkpoint (e.g., (A and B) and (C or D) and (E or F). This is the only way in which the first two courses may be marked as checkpoints.

- For any specific course, the window from earliest to latest semester should be based on two factors:
  - Maintaining real options where they exist (i.e., it is preferable to have the biggest window possible that is consistent with timely graduation). If a student can take the course over any one of three semesters, provide this option
  - Constraining where appropriate, based on (a) prerequisites/sequencing, (b) course numbers or level (in general 1xxx and 2xxx courses should be in the first two years and 3xxx-5xxx should be in the last two)

- Users may need to break large course groups up into two or more groups to get the results for checkpoints charts in a less complicated way.
Required Courses/Focus Course Groups Information

Many programs have a specialization or concentration that does not exist as a formal sub plan. For example, a student may be able to choose to focus from among many different sets of courses, though at least one of these sets is required in order to complete the program. Although these focus concentrations do not merit a formal sub plan, each is uniquely named, may have a detailed description, and they do not fit within the data constructs of other course groups or lists.

Another way to think about “focus” course groups is that they are high-level “OR” course groups. Note that in the regular program requirements section, the relationship between current program requirements course groups is an “AND” relationship. In other words, in order to fulfill the program requirements, a student must complete each and every one of the course groups. In the case of focus course groups, there is an implied “OR” relationship, thus a student must complete one and only one of the groupings in order to complete the program.

Focus groups can be created both in Step 4, Program Requirements, and/or in Step 5, with any Sub plan. If focus is used, it might look like this:

![Diagram of Step 4 - Program Requirements]

Step 6—Sample Plan

For undergraduate programs that have focus groups, the user will be asked to select one for the auto generation of the sample plan. The sample plan will thus reflect only that focus. Users may wish to create multiple sample plans to display all options for Focus Course Groups.

Step 7—Checkpoint Charts

On the Checkpoint Chart for the program, each focus course groups is displayed as a single line item. If no checkpoints are marked, there will be no indication in the checkpoint chart of when the core course groups should be taken. Entire focus course groups, or subgroups within focus course groups, can be marked as checkpoints according to the usual rules and will be displayed as usual in the checkpoint charts.
Create a New Program

You must have “Create New Program” access.

1. Select career.
2. Select Program Type.
3. Select Program Category (Master’s and Doctoral programs only)
4. Choose an Effective term of the new program.
5. The following Introduction page will appear. Click Confirm Selections to begin entering new program information, just as you would if you were updating a program.
You will notice the following differences when adding an entirely new program than when updating an existing program.

- All course groups/lists must be created and will not be copied forward from a previous program.
- Step 2, Documentation/Narrative Material, will need to be completed in full. This is information that curriculum committees should be familiar with, as it is required by the colleges/provost/Regents for the establishment of a new program.
**Discontinue a Program**

By definition, this means the college is no longer allowing admission to a program. The following rules apply:

1. The user must select the last term that a student maybe admitted to the program.
   a. Must be a current or future term (default is the current term).
2. The user will need to state an approximate term by which students may no longer graduate from the program.
3. Discontinued programs require submission of a transition plan. This is to ensure students already admitted by the final admission date can still graduate.
4. Any future effective-dated versions of the discontinued programs will no longer be available to view or edit in PCAS.

<table>
<thead>
<tr>
<th>Program Title/Actions</th>
<th>Beginning Term</th>
<th>College(s)</th>
<th>Career</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting B.F.A.</td>
<td>Fall 2010</td>
<td>Liberal Arts, College of</td>
<td>Undergraduate</td>
<td>Completely Approved</td>
</tr>
<tr>
<td>Program (Current): View Update: Discontinue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acting B.F.A.</td>
<td>Fall 2008</td>
<td>Liberal Arts, College of</td>
<td>Undergraduate</td>
<td>Completely Approved</td>
</tr>
<tr>
<td>Program (Historical): View Update</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acting B.F.A.</td>
<td>Summer 2008</td>
<td>Liberal Arts, College of</td>
<td>Undergraduate</td>
<td>Completely Approved</td>
</tr>
<tr>
<td>Program (Historical): View Update</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acting B.F.A.</td>
<td>Fall 2007</td>
<td>Liberal Arts, College of</td>
<td>Undergraduate</td>
<td>Completely Approved</td>
</tr>
<tr>
<td>Program (Historical): View Update</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acting B.F.A.</td>
<td>Fall 2005</td>
<td>Liberal Arts, College of</td>
<td>Undergraduate</td>
<td>Completely Approved</td>
</tr>
<tr>
<td>Program (Historical): View Update</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Steps to discontinue a program:

1. Search for appropriate program. (The program must be Completely Approved.)
2. Click the Discontinue link of the appropriate program.
3. Select “Last term that students can be admitted to the program:”
4. Enter Reason for discontinuing admission to the program.
5. Enter Approximate term by which students may no longer graduate.
6. Enter Transition plan.
7. Enter Catalog Instructions.
8. Click the **Submit Program** button.
9. Program proposal to discontinue will now go through approval levels.
PCAS Approval Process and Levels

NEW programs require approval: Degree Granting College, Approval College (if applicable), Academic Health Center (if applicable), Campus (system campuses), Provost, Board of Regent, Office of the Registrar, Catalog Editor.

UPDATED programs require approval based on the fields that have been updated. For example, a change to the program contact may go through the Degree Granting College and then skip to Catalog.

Degree-Granting College(s) (DGC) – reviews and approves
- DGC can view and edit all proposals submitted for DGC approval.
- For undergrad programs, the DGC must precede the AC in the approval process.
- If a subsequent DGC edits the proposal, any other approval by a DGC will be reset and require re-approval of the edited proposal.
- Updated program proposals may or may not need further review. Examples of changes that do not require approval beyond the DGC/AC and possibly Catalog level are:
  - Step One/General Information – Field of Study; RIASEC codes
  - Step Six/Sample Plans
- DGC can return the proposal to un-submitted level.

Approval College(s) (AC) – reviews and approves
- AC can view and edit all proposals submitted for AC approval.
- AC can return the proposal to prior levels.

Campus/VCAA (Crookston, Duluth, Morris only) – reviews and approves
- Campus/VCAA can view and edit all proposals submitted for Campus/VCAA approval.
- Campus/VCAA can return the proposal to prior levels.

Academic Health Center (AHC) – reviews and approves
- Proposals from the following DGC or AC require AHC approval:
  - Dentistry
  - Medicine (TC and DL)
  - Nursing
  - Pharmacy (TC and DL)
  - Public Health
  - Veterinary Medicine
- AHC can view and edit all proposals submitted for AHC approval.
- AHC can return the proposal to prior levels.

Provost – reviews and approves
- The Provost approver can view and edit all proposals submitted for Provost approval.
- OTR will receive an e-mail informing them that a proposal is awaiting Provost approval, so that they may review and comment, if necessary.
- Provost can return the proposal to prior levels.
- Once the proposal has been approved, the Provost will indicate if Board of Regents approval is required.

Board of Regents (BOR) – reviews and approves
- Board of Regents approval is facilitated by Provost’s office.
- Board of Regents can view and edit all proposals submitted for BOR approval.
• Board of Regents can return the proposal to prior levels.

**Office of the Registrar - review and data entry**

- APAS and GPAS teams can view all proposals submitted to OTR to determine and make APAS or GPAS changes.
- ASR Tables Team can view all proposals submitted for OTR review to determine and make PeopleSoft or other system changes.
- OTR can return the proposal to prior levels.
- OTR may edit the following fields: plan code; sub-plan code; short program description; sub-plan short description; degree type.
- ASR Tables team sends proposal forward to catalog once OTR work is complete.

**Catalog Editor - Review and Edit**

- Catalog can view all proposals submitted for Catalog review.
- Catalog can return the proposal to any prior level.
- If any catalog fields had data in them prior to the catalog approval step, the catalog approver may edit that data, but cannot remove data from that field altogether.
- Catalog may edit the following fields:
  - Step One/General Information
    - Catalog Description (required)
  - Step Three/Admission Requirements
    - “Explanation of other requirements to be completed before admission”
    - “Preferred Freshman Writing Courses”
    - Course Group Name
    - Course Group Description
    - “Other Requirement” Name
    - “Other Requirement” Description
  - Step Four/Program Requirements
    - Specific Language
    - Other Requirement
    - Course Group Name
    - Course Group Description
    - “Other Requirement” Name
    - “Other Requirement” Description
    - Focus Title
    - Focus Description
  - Step Five/Sub-plan Requirements
    - Sub-plan Description
    - Course Group Name
    - Course Group Description
    - Degree Requirements
    - “Other Requirement” Name
    - “Other Requirement” Description
    - Focus Title
    - Focus Description
  - Step Six/Sample Plan
    - Title Sample Plan
    - Other Requirements
PCAS Support

Academic Support Resources
Training and Support
612-625-2803
srhelp@umn.edu
asr.umn.edu/training-and-support