

DO NOT TYPE IN THIS BOX
Bulletin #: _____
Academic Year: _____

NEW UNDERGRADUATE DEGREE
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

Please fill out the coversheet in its entirety.

A new program must first be added by the Office of the Provost to the 5-year Master Plan for the University and must follow the process flow chart. The first step in this process is a Feasibility Study. After the program Feasibility Study is approved, the program proposal must adhere to the strict Proposal Format for a New Graduate Degree Program and must include the appropriate Tables. You may access these documents by visiting the Office of the Provost website [here](#).

The proposal must include the following elements. All of these element topics, along with their details, are described in the proposal format document also available at the above link.

- I. Degree Description - The structure of the New Degree must follow the Board of Governors Policy for New Degree Program Authorization.
- II. Institutional Mission and Strength
- III. Program Quality- Reviews and Accreditation
- IV. Curriculum
- V. Assessment of Current and Anticipated Faculty
- VI. Assessment of Current and Anticipated Resources
- VII. Assessment of Need and Demand
- VIII. Budget
- IX. Productivity
- X. Access

CHECK LIST

	Yes	No
1. Has a Feasibility Study been approved by the Office of the Provost?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have all the elements in I-X above been addressed along with tables?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do all courses exist in the current catalog?	<input type="checkbox"/>	<input type="checkbox"/>
4. If courses are not in the current catalog, are they proposed in the same Curriculum Committee Bulletin as this proposal?	<input type="checkbox"/>	<input type="checkbox"/>
5. If courses are not in the current catalog or proposed in this same Bulletin, were they approved in a previous curriculum bulletin?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, attach a separate sheet indicating each course number, name, Bulletin number and Bulletin date.		
If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first.		
6. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do course descriptions match the existing catalog or proposed course descriptions?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all courses to be added taught in the same proposing department?	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to #8 is no, do you have the written approval/ acknowledgement of the other department(s)? (You must have written approval before submitting this document.)		
	<input type="checkbox"/>	<input type="checkbox"/>
9. The written approval(s)/acknowledgment(s) must be attached.		