

**DO NOT TYPE IN THIS BOX**

Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

**NEW UNDERGRADUATE MAJOR**  
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

USE THESE FORMS ONLY IF AN EXISTING PROGRAM REQUIRES RESTRUCTURING TO  
COMPLY WITH THE [BOG POLICY](#) ON DEGREE PROGRAM AUTHORIZATIONS

**Please fill out the coversheet in its entirety.**

**The proposal must include the following elements:**

- I. Major Description
- II. Rationale for new major: types of students, expected number of students and documentation, community need/relevance
- III. Impact of this major on other units
- IV. Required Courses
- V. The structure of the New Major must follow the [Board of Governors Policy for New Degree Program Authorization](#).
- VI. Majors within a degree must share a minimum of 15% of common core or prerequisite courses to comply with BOG Policy on degree structures.
- VII. Resources Required: Faculty, Library, Facilities including laboratories
- VIII. Budget requirements

**CHECK LIST**

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 1. Do all courses exist in the current catalog?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. 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"/> |
| 3. 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.  |                          |                          |
| 4. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do course descriptions match the existing catalog or proposed course descriptions?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have the written approval/acknowledgement to include courses taught in departments/schools other than the proposing department? (You must have written approval before submitting this document.) | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to #6 is yes, the written approval(s)/acknowledgment(s) must be attached to the proposal.