NEW GRADUATE TRACK
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

Please fill out the coversheet in its entirety.

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The proposal must include the following elements:

I. Track Description that includes a statement of how the proposed track fulfills the mission of the Unit and the University

II. Rationale for new track: types of students, expected number of students in the first five years and documentation, community need/relevance

III. Impact of this track on other units

IV. Required Courses – Tracks within a major or degree must include a common core curriculum that accounts for 15% of the total credit requirement.

V. The structure of the New Track must follow the Board of Governors Policy for New Degree Program Authorization.

VI. All New Tracks must establish majors within degrees to comply with BOG policy.

VII. Resources Required: Faculty, Library, Facilities including laboratories

VIII. Budget requirements; tracks that require budget need a budget justification

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CHECK LIST - Check only those that apply

	Yes	No
1. Do all courses exist in the current catalog?	☐	☐
2. If courses are not in the current catalog, are they proposed in the same Curriculum Committee Bulletin as this proposal?	☐	☐
3. If courses are not in the current catalog or proposed in this same bulletin, were they approved in a previous curriculum bulletin?	☐	☐

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.

	Yes	No
4. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits?	☐	☐
5. Do course descriptions match the existing catalog or proposed course descriptions?	☐	☐
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.)	☐	☐

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