NEW UNDERGRADUATE DEGREE
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

Please fill out the coversheet in its entirety.

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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

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CHECK LIST

	Yes	No
1. Has a Feasibility Study been approved by the Office of the Provost?	☐	☐
2. Have all the elements in I-X above been addressed along with tables?	☐	☐
3. Do all courses exist in the current catalog?	☐	☐
4. If courses are not in the current catalog, are they proposed in the same Curriculum Committee Bulletin as this proposal?	☐	☐
5. 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
6. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits?	☐	☐
7. Do course descriptions match the existing catalog or proposed course descriptions?	☐	☐
8. Are all courses to be added taught in the same proposing department?	☐	☐
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.)	☐	☐

9. The written approval(s)/acknowledgment(s) must be attached.