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 (UPDATE TO HTTP://POLICIES.FIU.EDU/) DEGREE PROGRAM AUTHORIZATIONS

Please fill out the coversheet in its entirety.

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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
IX. Proposed Catalog Copy

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CHECK LIST

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