

DO NOT TYPE IN THIS BOX

Bulletin #: _____

Academic Year: _____

NEW UNDERGRADUATE TRACK
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

Please fill out the coversheet in its entirety.

The proposal must include the following elements:

- I. Track Description
- II. Rationale for new track: types of students, expected number of students 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. Resources Required: Faculty, Library, Facilities including laboratories
- VII. Budget requirements
- VIII. Proposed Catalog Copy

CHECK LIST

- | | Yes | No |
|---|--------------------------|--------------------------|
| 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 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 #5 is yes, the written approval(s)/acknowledgment(s) must be attached to the proposal.