

**DO NOT TYPE IN THIS BOX**

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

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

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

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

A new undergraduate program must first be added by the Office of the Provost to the 5-year Master Plan for the University and must follow this process [flow chart](#). The first step in this process is a [Feasibility Study](#) limited to 10 pages. After the program Feasibility Study is approved, then the program proposal must adhere to the strict [PROPOSAL FORMAT FOR NEW BACHELOR'S DEGREE PROGRAM](#), and must include the appropriate [Tables](#).

**The proposal must include the following elements.** All of these element topics, along with their details, are described in the [PROPOSAL FORMAT](#) document.

- 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

**CHECK LIST - Check only those that apply**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 1. Has a Feasibility Study been approved by the Office of the Provost?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have all the elements in I-X above been addressed along with tables?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do all courses exist in the current catalog?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. 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"/> |
| 5. 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.   |                          |                          |
| 6. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do course descriptions match the existing catalog or proposed course descriptions?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are all courses to be added taught in the same proposing department?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 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.) |                          |                          |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The written approval(s)/acknowledgment(s) must be attached.   |                          |                          |