**Coversheet for Proposal for a New Academic Program**

Guidelines for new program proposals are posted on the Faculty Senate website ([Curricular Resources](#)). This coversheet must be attached to proposals for new undergraduate (UG) or graduate (GR) concentrations; GR, UG, and Professional and Continuing Education (PACE) certificates; minors; majors; co-majors; and graduate degree programs.

Granting College/School: 

Sponsoring Department or Program: 

Contact Person: ___________________________ Email address: ___________________________

Please provide the following information that may impact students’ financial aid and/or institutional compliance with federal regulations. Elaborate as appropriate in the body of the proposal.

<table>
<thead>
<tr>
<th>Select all that Apply</th>
<th>Calendar (verify by checking box):</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 50% of credits earned at off-site location</td>
<td>☐ Observes existing, standard academic calendar and term begin/end dates²</td>
</tr>
<tr>
<td>☐ Required travel component</td>
<td></td>
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<tr>
<td>☐ Required internship component</td>
<td></td>
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<tr>
<td>☐ Required clinical/practicum credits</td>
<td></td>
</tr>
<tr>
<td>☐ Degree offered jointly with another institution</td>
<td></td>
</tr>
<tr>
<td>☐ Requesting Graduate prg differential tuition rate¹</td>
<td></td>
</tr>
</tbody>
</table>

**Delivery Method (select one):**

☐ On Campus – All or some courses offered in-person. Note: on-campus programs that expect international students must ensure at least half of the curriculum each term is in-person.

☐ Distance – ALL courses offered online with the exception of in-person courses such as practica available ONLY to students in the online program; students whose primary curriculum is a distance program may not take in-person courses other than those exclusive to their program.

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**Complete this section if proposing a new Degree, UG Major, GR Program, or GR Certificate**

Check appropriate box: ☐ New degree ☐ New Certificate of GR Study/micro-CGS ☐ New UG Major ☐ New GR Program

Exact name of degree (e.g., Bachelor of Science, PhD): ___________________________

☐ Untagged ☐ Tagged (e.g., Bachelor of Science in Electrical Engineering)

Exact name of UG major/GR Program: ___________________________

Minimum GPA and Number of Credits required for graduation: ___________________________

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**Complete this section if requesting a new UG or PACE Certificate, Minor, Co-Major, or UG or GR Concentration**

Check appropriate box: ☐ UG Certificate ☐ UG Minor ☐ UG Concentration ☐ UG Co-Major ☐ GR Concentration ☐ PACE Academic Certificate

Exact name of Certificate/Minor/Concentration: ___________________________

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¹ Differential tuition requests can be initiated after the Curricular Affairs Committee of the Faculty Senate has approved the proposal. The process and guidelines for requesting differential tuition can be found [here](#).

² Standard calendars must be observed; contemplated variations must be discussed with the Vice Provost for Academic Affairs, Student Financial Services, and the Registrar’s Office before taking any action on the proposal.