# 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; 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.

**Select all that Apply:**

- [ ] ≥50% of credits earned at off-site location
- [ ] Required travel component
- [ ] Required internship component
- [ ] Required clinical/practicum credits
- [ ] Degree offered jointly with another institution
- [ ] Requesting Graduate prg differential tuition rate

**Calendar (verify by checking box):**

- [ ] Observes existing, standard academic calendar and term begin/end dates

**Academic Credit (verify by checking box):**

- [ ] All courses comply with the [credit hour definition](#)

**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, or UG or GR Concentration

Check appropriate box:  

- [ ] UG Certificate  
- [ ] UG Minor  
- [ ] UG Concentration  
- [ ] 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.

*revised July 2022*