

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 rate¹

Calendar (verify by checking box):

- ☐ Observes existing, standard academic calendar and term begin/end dates²

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.

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: _____

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: _____

¹Differential 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](#).

²Standard 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.