



New Program Proposal: CourseLeaf

Purpose: used as a template to facilitate discussion in the college(s)/school(s)/department(s) for a new program proposal. All new programs must follow the [Provost guidelines](#) and then be entered and approved in the [CourseLeaf](#) online approval process.

Instructions:

1. Complete Sections 1 of this form using a computer.
2. Print the form using the 'Print Form' button.
3. Route as needed.

NOTE: all new programs are effective at the beginning of an academic year.

Section 1: Program Information

Following is the information required in CourseLeaf to use as your guide during the initial research and development stages of the process.

Program Code (e.g. ENGL)

will be reviewed by the Registrar and changed, if necessary to fit the CheckMarq standard

Official Full Title

(do not use abbreviation)

Program Type

- Degree
 Primary Major
 2nd Major
 Minor
 Stand-Alone Certificate eligible for Financial Aid
 Stand-Alone Certificate not eligible for Financial Aid
 Certificate Earned with a Degree
 Other _____

Applicable Degree

- BA
 BS
 MA
 MS
 PhD
 Other (e.g. BBE) _____

Academic Level

- Undergraduate
 Graduate
 Law
 Dental
 Health Sciences Professional

Sponsoring College/School

Sponsoring Department

Description and Requirements (attach separate document) precisely as they should appear in the bulletin

Licensure is required by the states to be employed in a profession with this degree

Students in this program are required to engage in experiential learning placements

Supporting Documents

all supporting documents must be submitted in CourseLeaf as indicated in the [Provost's Guidelines for Developing and Seeking Approval of Academic Programs \(new/terminating\)](#)

Rationale for this proposal

Special Needs

include any extra fees or expenses that students will incur in this program in this field. In addition, if this program is to be taught/offered at a location off-campus, indicate the location here and the percentage of the program that will be taught off-campus (e.g., MIAD-50%, MIAD-one course only)