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**2023-2024 4+1 - Program Proposal Template (rev 9/2022)**

This form is for 4+1 program proposals, revisions or deactivations for the academic catalog. This form collects all the necessary data for your program to be entered into Curriculog.

**Program Director and/or Program Committee’s Responsibilities:** It is the Program Director and/or Program Committee’s responsibility to create and edit the content associated with this form and the attachments.

**Graduate Services Coordinator Responsibilities:** The Graduate Services Coordinator will provide administrative support, including answering questions, providing templates, providing clarifying information and entering the resulting content into the University tracking and approval system (Curriculog).

**Prospective Curriculum section note:** Only the information entered into this form in the **Prospective Curriculum** section will be applied to the catalog listing and considered "approved" for the purposes of the Academic Catalog and degree audits, if applicable. Supporting documentation, e.g., program policy documents, letters of support, etc., although relevant and indicative of intent, does not constitute the "approved" language that will be imported into the Catalog. Please ensure your submissions are complete and final prior to launching the proposal.

**Academic Program Approval:** This form is a routing document for the approval of new academic programs. Proposing department should complete this form. Detailed instructions for the proposal should be followed. Submission of new majors or requests for permanent status will find additional requirements and information [here](https://sites.udel.edu/facsen/). For more information, call the Faculty Senate Office at (302) 831-2921.

**Effective Date:** Changes when approved will be effective at the start of the next academic year unless special circumstances and a specific request is made.

**Curriculog Templates and Examples** for helpful documents as you plan for your program: <https://drive.google.com/drive/folders/1vjGHT9d2uNhrTaz5bnK_l8DxiE_M-cp2?usp=sharing>

Please read all sections below.

**ATTACHMENTS**

# Letters of Support: See [Curriculog Templates and Examples](https://drive.google.com/drive/folders/1vjGHT9d2uNhrTaz5bnK_l8DxiE_M-cp2?usp=sharing) for past letters.

# New programs must include support letters from the Library, Dean, and Department Chair.

# Provide support letters from all departments whose courses are in the proposed curriculum.

# Graduate Program Policy Document: All graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, describing the new program. Please email Word doc or share Google Doc to spatters@udel.edu.

* Please refer to the university guidance: <https://grad.udel.edu/policies/faculty-policies/>
* Biden School Specific Examples: <https://drive.google.com/file/d/1_rW28lwZ8dXmjcEnmOSe8u8uUPmUYBmv/view?usp=sharing>

# Resolution for Program

Supply a resolution for all deactivations, new majors/programs, including certificates and courses of study; all changes to departments, name changes, degree changes; transfer of departments from one college to another; creation of a new department; requests for permanent status.

* See examples here:
* General Examples: <http://www.facsen.udel.edu/sites/forms/SAMPLE%20RESOLUTION%20FOR%20NEW%20MAJORS.htm>
* Biden School Specific Examples: <https://drive.google.com/drive/folders/14yk5nCm3XLmqoJ8dWQF_7LIgr7fJQSIX?usp=sharing>

**PROPOSAL TYPE**

New 4+1

Revising an existing 4+1

Deactivating an existing 4+1

**CURRICULOG FORM**

# Department: Biden School (will automatically input due to type of proposal)

# Program Type: 4+1 (will automatically input due to type of proposal)

1. **Degree:** Please list the combination of bachelors and graduate degree: Click or tap here to enter text.

*Ex. Bachelor of Arts in Public Policy/Masters of Public Policy*

# Program Name: Click or tap here to enter text.

# Provide a brief summary of the proposed program, the revisions to the program, or the justification for deactivation and describe the rationale:\* Click or tap here to enter text.

**ROUTING QUESTIONS**

The Biden School of Public Policy and Administration will be chosen as the school to be routed to for approval.

If any other college needs to be in the approval route, please select from list below:

Graduate College

College of Agriculture and Natural Resources

College of Arts and Sciences - ARTS

College of Arts and Sciences - HUMANITIES

College of Arts and Sciences - NATURAL SCIENCES

College of Arts and Sciences - SOCIAL SCIENCES

College of Business and Economics

MBA Program

College of Earth, Ocean and Environment

College of Education and Human Development

College of Engineering

College of Health Sciences

Enrichment Program

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**UNIVERSITY COUNCIL ON TEACHER EDUCATION (UCTE)**

The University Council on Teacher Education bylaws require that UCTE makes a recommendation to the Faculty Senate regarding the approval of new or revised program proposals in professional education. [Click for Bylaws](http://www.ucte.udel.edu/wp-content/uploads/2011/12/UCTE-Bylaws_050916.pdf).

 Yes

 No

**PROSPECTIVE CURRICULUM**

# List only New Courses that are being currently submitted for this program:

*Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge list. If there are no new courses, enter “None”.*

Click or tap here to enter text.

# List any courses from outside departments being utilized in the curriculum:

*Be aware that approval of the curriculum is dependent upon providing letters of support from those departments whose courses are being added. If there are no courses being added from outside departments, enter "None".*

# Click or tap here to enter text.

# List All Prospective Curriculum: *Show the complete new curriculum as it should appear in the Course Catalog.*

Click or tap here to enter text.

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