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**2023-2024 UNDERGRADUATE - New Program Proposal Template**

**(rev 9/2022)**

This form is for new undergraduate program proposals (certificate or degree) 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., Four-Year plans, letters of support, syllabi, etc., although relevant and indicative of intent, does not constitute the "approved" language that will be imported into the Catalog.

* When proposing a new program see the UGS requirements for [Majors](https://www1.udel.edu/registrar/faculty_staff/formsec/curriculog/Approval%20Process%20for%20New%20Programs2020.pdf) and [Minors](https://www1.udel.edu/registrar/faculty_staff/formsec/curriculog/NewMinors.pdf).
* If an Honors Degree will also be proposed, an additional proposal will be required.

**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 majors and minor must include support letters from the Library, Dean, and Department Chair.

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

# 4 Year Plan: Include new 4-year plan. See examples here: <https://drive.google.com/drive/folders/1XNWETuGkfyjlvUnh1nKrNVCOXNt2NSZP?usp=sharing>

1. **Budgetary support**: If budgetary support is being requested, attach the Faculty Senate Budget Information form. Please [click here](https://sites.udel.edu/facsen/files/2021/03/Faculty-Senate-Budget-Committee_V1.docx) for the template.
2. **Resolution for Program:** Provide a resolution, if required. A resolution is not required to add a concentration to an existing program and is not required for Minors. See examples here:

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

**CURRICULOG FORM**

# Department: By default, I will input the Biden School. If there will be another department/college involved, please list here:

# Program Type

 Certificate



 Bachelor



 Dual Degree



# Program Name *If you are creating a new program to replace an existing program, please also submit a program*

# *disestablishment proposal for the existing program. Current students can choose to remain in the current program or*

# *move into the new program with a Change of Catalog Year form.*

Click or tap here to enter text.

# Provide a brief summary of the proposed program and describe the rationale:\*

Click or tap here to enter text.

# INTERNATIONAL INFORMATION

U.S. federal regulations require that the University of Delaware report all newly-created academic programs on the Student and Exchange Visitor Program (SEVP) Form I-17. Approval by the U.S. Department of Homeland Security must be secured before the university is eligible to issue an I-20 or DS-2019 for international students to enroll in new academic programs (e.g. new degree, certificate, and special programs). Please note that the SEVP approval process can take 6 months to over a year. It is therefore critical that the [Office for International Students and Scholars](http://www1.udel.edu/oiss/) is notified of the development of any new academic programs ahead of time so that federal reporting requirements can be met. Changes in names of academic programs should also be reported to OISS. If you have any questions, please contact OISS at oiss@udel.edu or (302) 831-2115.

**Is this a new degree?\***

*OISS needs to be informed of all new degrees for visa approval. A new program is not the same as a new degree.*

 Yes

 No

**Does this program involve a partnership/collaboration/alignment with an international institution where UD credits will be earned?\***

*Example, course, a degree or certificate. If so, the proposal will be reviewed by the Faculty Senate Committee for International Studies.*

 Yes

 No

# HONORS DEGREE

# *If this proposal will also have an Honors Degree option, please confirm and complete an additional new proposal for the Honors Degree. If an additional Honors Degree proposal is not submitted, then the program cannot award Honors degrees. Honors Degree proposals should still route through the department and college that will administer the program.*

# Will this program award an Honors Degree?\*

 Yes



 No



**BUDGET INFORMATION**

Please check one of the following:\*

 Budgetary support is not being requested. The proposed new program will be sustained from existing resources.

 Budgetary support is being requested. Please complete and attach the Faculty Senate Budget Information form found in the Attachment Section above.

**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:

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

College of Earth, Ocean and Environment

College of Education and Human Development

College of Engineering

College of Health Sciences

Honors College and Enrichment Programs

**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).

University Council on Teacher Education Approval Needed?\*

 Yes

 No

**PROSPECTIVE CURRICULUM**

# List New Courses that are being currently submitted for this program. *NEW Courses are those that will have a corresponding New Course Proposal submitted in Curriculog at the same time as this program proposal. 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.

# EFFECTIVE DATE (if not following fall semester):

*If different effective date than July 1 of the next academic year, please fill in this field.*

Click or tap here to enter text.

**PROGRAM EDUCATIONAL GOALS**

**Please provide your Program Educational Goals in the space below.**Each degree-granting program has a unique set of educational goals. These goals are defined and assessed by the faculty in each program. They should:

* + Clearly state the expected knowledge, skills, attitudes, competencies, and habits of mind that students are expected to acquire in the specific degree program.
  + Appropriately incorporate and reinforce educational goals from the university, college(s), department(s), co-curricular activities, and appropriate disciplinary values.
  + Reflect a course of study that is appropriately rigorous for the students admitted to the program.
  + Reflect a course of study that students are able to complete within the average or a reasonable time-to-degree for that program.

If your program previously provided educational goals as part of the 2020 survey informing the university's 2021 Middle States Self-Study, please contact your program chair/director or CTAL for a copy of those materials. ​For assistance creating or revising program educational goals, please review the [resources provided by UD's Center for Teaching & Assessment of Learning](https://ctal.udel.edu/resources-2/program-goals-and-assessment/developing-or-revising-program-educational-goals/) and the [Frequently Asked Questions](https://ctal.udel.edu/2021-2023-program-goal-collection/) about this collection and review process. Finally, you are also welcome to [request a CTAL consultation](https://ctal.udel.edu/services/) for support engaging in this work or feedback on existing or draft goals.

The collection of program educational goals for Minors in currently on hold. Please input N/A in the field.

Click or tap here to enter text.