

**COLLEGE OF ARTS AND SCIENCES  
FORMAT FOR PROPOSAL  
FOR NEW MAJOR OR DEGREE**

Department or Program: \_\_\_\_\_

Proposed Major: \_\_\_\_\_

Projected Date of Implementation: \_\_\_\_\_

**Please append responses to the following questions:**

1. What are the chief features and primary objectives of the proposed major or degree? Describe any innovative features.
2. Why is the major or degree needed?
3. Please list the primary student outcomes (or set of performance-based standards) for the proposed major or degree.
4. Explain how these student learning outcomes will be assessed (student portfolios, graduate follow-up, employer survey, standardized test, etc.) and describe the structure/process for reviewing assessment findings for the purpose of ensuring continuous improvement of the major or degree.
5. What courses will constitute the major or degree? Describe each briefly, and please note any prerequisites required by courses constituting the major or degree. Why were these courses selected? How do they form a coherent and unique plan of study representing depth as well as breadth of learning?
6. Are there any particular staffing or teaching problems typically associated with these courses? If so, how might they be addressed?
7. Describe the student population to be served. What are the admissions requirements for students who want to select this major or degree?
8. How does the major complement the departmental, College, or campus mission? Does the new major or degree replicate what is already being offered elsewhere on campus?
9. What cooperative relationships, if any, will the new major or degree establish with other departments or program? Please describe any such contact that has already been established. We encourage you to submit letters of support from other departments and schools whose offerings might overlap with or be enhanced by the proposed major or degree.
10. List the resources required to implement the proposed major or degree. Indicate sources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.).

\_\_\_\_\_  
Contact Person—Print or Type Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Undergraduate Studies—Signature

\_\_\_\_\_  
Chair's Name—Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Name