**CURRICULUM WORKSHEET: NEW MINOR / EMPHASIS / CERTIFICATE**

This optional worksheet is for internal planning only. It is not a required form or step in the curriculum approval process. You may use this form in the consultation process and in planning your curriculum proposal prior to Leepfrog opening on March 15.

Fillable text boxes are provided for all information that is required in Leepfrog.  
  
Program Type: Select “Minor/Emphasis/Certificate”

Major (Subject Area): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Degree Code (BA, MA, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College that will administer new program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Proposed Minor/Emphasis/Certificate Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If the title is longer than 26 characters, including spaces, also provide an abbreviation to be used by the Office of the Registrar).

2. Proposed Program Requirements and Description as it should appear in the Catalog.

* Include: **description** of the program, **enrollment management policies**, program **admission requirements** and/or **exit requirements** associated with the program that are to appear in the catalog.
* Include: **all prerequisites** to courses required in the program must appear in the program listing, including any "hidden" prerequisites.
* All courses in the program must be listed with their **credit hours** shown in parentheses ( ).
* All courses in each part of the program (i.e. required components, elective groups) must be **categorized** by departments in **alphabetical order** (i.e. accounting, economics, mathematics).
* There are currently no specified limits on the number of hours for minors. However, the UCC encourages departments with lengthy minors to consider restructuring such minors to enable students to broaden their educational experience.
* Certificates should generally be shorter than minors in related areas.
* Certificates should involve only courses in existence, or proposed as part of a major or minor. No courses should be created solely for use as certificate requirements or options

3. Proposed minor/emphasis/certificate Requirements and Description.

enter text here

4. If the program is long or contains many courses that must be taken sequentially, explain how the program may be completed within the allowable number of semesters. (Standard programs allow 8 semesters plus a summer session.)

enter text here

5. Provide an estimate of the expected enrollment in the proposed program.

enter text here

6. Identify any other existing program with similar purposes, course requirements, and/or titles.

enter text here

7. Provide justification for the program, and links with other planning processes. Include the impact on majors, minors, certificates and/or prerequisites within or outside the department.

enter text here

8. CIP Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (required for only for New Minors or Certificates)

(click on “Find”… to search for code)

9. Will this proposed new program increase the total budgetary requirements of the Department?

\_\_ Yes \_\_ No

10. Which other instructional departments in the university are affected by this proposal?

enter text here

NOTE: **“Consultations” is a mandatory field** in Leepfrog.

* Be prepared to upload all relevant consultation forms.
* Leepfrog will not allow you to save and submit a proposal unless these documents are uploaded.
  + For any proposed change that would have an impact on teacher education,  
    Educator Preparation must be consulted.

Note: The library will automatically receive an FYI in Leepfrog on all curriculum proposals.