**CURRICULUM WORKSHEET: NEW MAJOR PROPOSAL**

**BOR Form A** is required by the Iowa Board of Regents when proposing a new major and should be completed prior to developing and approving curriculum on campus.
Contact Cheryl Nedrow at cheryl.nedrow@uni.edu or 3-2518 for the most recent form and for information on the Board review schedule.

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 “Major”

Major (Subject Area): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

1. Proposed Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If the program 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).
* The hours (or range of hours) in each part of the program (i.e. required components, elective groups) and the total hours (or range of hours) for the program must be identified, including all prerequisites and UNIFI courses.
	+ For the purpose of determining whether the length of the major (or emphasis) meets the University’s standard program length requirements, the hours from UNIFI courses may be double-counted.
	+ Excluding any allowable double-counting of Liberal Arts Core courses, the maximum hours allowed for a major in the Standard Program is: 62 hours for the B.A. and B.L.S. degrees, 68 hours for the B.S. degree, 80 hours for the B.F.A. and B. Music degrees, and 80 hours for the B.A. - Teaching degree.
	+ When a major (or emphasis) has a range of hours, if the minimum hours in the range meet the requirement for a Standard program, the major (or emphasis) is considered to be a Standard program, even though the maximum hours may exceed the requirement for a Standard program.

 Program Requirements and Description.

enter text here

3. 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

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

enter text here

5. Identify how the proposed program will be staffed to serve the expected enrollment.

enter text here

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

enter text here

7. Identify the impact on current majors, minors, certificates, courses and/or prerequisites within or outside of the department.

enter text here

8. 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

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

\_\_ Yes \_\_ No

enter text here

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

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.

*Attach BOR Form A (required) and consultations from departments indicated
above and any additional supporting documents*