**Proposal for NEW Major**

Title of Proposed Major:

Department:

Program Director (name, email):

Departmental Contact (name, email):

**Program of Study Details**

Instructions: All sections below must be completed prior to review by the College Curriculum Committee. You may expand sections as needed to add information, as well as attach additional materials.

If you have any questions, please contact Lark Farlee at lfarlee@ur.rochester.edu.

1. **Brief Description of the Major (one-two paragraphs)**
2. **Academic Division(s)**

Academic division of the proposed major (Humanities, Social Sciences, Natural Sciences, Engineering, Variable):

If variable, please list all the divisions that the major can satisfy:

For variable majors, please outline how this will be determined (e.g. number of courses required within division, etc.):

1. **Proposed Start Date**

Proposed start date for the program (semester, year):

New majors must start at the beginning of a fall or spring semester.

Note that new majors must have internal approvals from the College Curriculum Committee and the AS&E Faculty Council. Proposals must then be submitted to the New York State Education Department (NYSED) for approval before the program can be offered or advertised. NYSED approvals take an average of 2-3 months, so please factor this approval timeline into the proposed start date for the new major.

1. **Background and Rationale for Proposed Major**

Please provide a comprehensive rationale for the program, including:

Distinctiveness of major within department based on current majors or departmental interests

Justification for program based on content, student demand, employment opportunities, or other factors (i.e. why invest time and resources in this program?)

Benchmarking information on similar programs at other institutions

Departmental resources to administer the program (e.g. courses, available faculty, staffing for advising, potential use of resources from other existing programs)

Projected number of majors in first year and over five years

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| --- | --- | --- | --- | --- |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
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1. **Program Learning Outcomes**

Please describe 3-5 desired program learning outcomes for the new major. Prior discussion

with the Director of Educational Effectiveness is strongly advised for this section.

These objectives will be included in the proposal submitted to NYSED. The department will also work with the Director of Educational Effectiveness to map these objectives to specific courses in order to collect assessment data.

1. **Program Outline**

Note that the major, including prerequisite courses, should not exceed 16 four-credit courses for the BA or 20 four-credit courses for the BS degree.

Total number of required courses:

Total number of pre-requisite courses:

Will students be able to complete pre-requisites as satisfactory/fail and have these courses count towards meeting major requirements? (Y/N)

**Part 1**: Please outline the program structure for the proposed major. This should include rules and requirements for pre-requisite courses, required courses/course sequences, program concentrations (also called tracks or focus areas), gateway or capstone courses, requirements for internships or related activities, and any other relevant feature of the program.

**Part 2**: Please provide a full listing of courses within the major in Appendix A (last page). This includes course pre-requisites and co-requisites, cross-listings, and other information.

1. **Requirements to Declare Major**

Are there specific curricular requirements before a student is able to declare the major? This might include completing pre-requisite courses or a certain number of required course s in the major, GPA requirements, or other requirements. Please outline all requirements below.

1. **Upper-level Writing Requirement**

Please describe below how students will meet the upper-level writing requirement. List specific upper-level writing courses. Per College practice, most upper-level writing courses have at least 25 pages of writing with structured opportunities for students to revise and resubmit. The latter is important for students to develop an appropriate writing practice. Prior discussion with the Director of the College Writing Program is strongly advised for this section.

1. **Program Honors**

If the major will have an honor program, please outline course requirements and any other honor criteria below.

1. **Departmental Distinction**

Please list out GPA cut-offs (or other criteria if an alternative system is used) for departmental distinction in this major. Typically, departments set criteria for three levels of distinction – high, higher and highest. If cut-offs calculated on an annual basis, please outline criteria for this calculation (distribution of GPAs of graduating students, etc.).

1. **Transition of Existing Students into Major**

Will this new major allow students with an already declared major to transition into this major? (Y/N)

If yes, what are the most likely existing majors of the students transitioning into this new major? Will the department modify or relax degree requirements for these students? What requirements are most likely modified or relaxed to allow students to effectively make this transition?

1. **Other Relevant Information**

Please include any additional, pertinent information that you think might be useful to the committee.

1. **Department/Program Approvals**

If any courses in Sections 6 or 7 are from a different department or program, the corresponding department Chair(s), or Director(s) must sign below to indicate approval of the use of their courses. Please combine approval emails into a single pdf and submit with proposal.

Dept/Program Chair or Director Name Chair or Director Email Date of Email Confirmation

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For Office Use Only:

Program of Study Code (Internal URS):

CIIP Code:

HEGIS Code:

**Appendix A: Course List**

* Course listings should include subject code and number, title, credits, and pre-requisite courses. (Examples are shaded on top of table.)
* Please list courses by the parent course. If a course is cross-listed, list the child courses in the cross-listed courses column.
* Please indicate in parenthesis (NEW) if the course will be newly created for the major. This information will be included in the proposal submitted to NYSED.
* Please indicate the typical frequency of offering (fall, spring, summer). If course is not taught yearly, please also indicate how often (e.g. every other year).

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| --- | --- | --- | --- | --- | --- | --- |
| **Course Number** | **Course Title** | **Credits** | **Pre-Requisites/ Co-Requisites** | **Cross-listed courses** | **New Course (Y/N)** | **Frequency of Offering** |
| *Example:*  BIOL 110L | *Example:*  Principles of Biology I | *Example:*  4 | *Example:*  completion or concurrent enrollment in CHEM 131 | *Example:*  None | *Example:*  N | *Example:*  Fall |
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