University of Nebraska
Proposal for New Undergraduate Major or Degree

I. Descriptive Information

Name of Campus Proposing New Major or Degree
Full Name of Proposed Major or Degree
Ex: Bachelor of Science in Biology
Degree to be Awarded to Graduates
Other Programs (including Certificates, Majors, or Degrees) Offered in this field by this institution
CIP Code: 6 digit *[Browse here: http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55]*
Subject Code
Administrative Unit(s) for the Major or Degree
Proposed Delivery Site
Students can Complete the Full Program *[check all that apply]*
__On-campus   __Online (asynchronous)   __ Synchronous Distance   __Hybrid/Blended of Selected
Program leads to professional licensure or certification
_____ no   _____ yes   If yes, complete Appendix: Professional Licensure and Certification.

Curriculum Categories and Number of Credit Hours (Total = _____)

Existing or repackaged curricula:	_____ credit hours
Revised or redesigned curricula:	_____ credit hours
New curricula:	_____ credit hours

Proposed Date the New Major or Degree will be Initiated
[term/year]

II. Details

A. Purpose of the Proposed Major or Degree:

B. Description of the Proposed Major or Degree:

C. Student Learning Outcomes

D. Admissions
[Admission criteria and selection procedures for students seeking admission to the program.]

E. Program Curriculum

[Include the credit hour and course requirements, program of study, four-year plan, research and other academic requirements for students enrolled in the major or degree program.]

List specific required or elective courses in the major or degree. List prerequisites for required courses only. Note any courses that have course/lab fee; indicate if approved or planned. If courses listed are under development or modification, please note accordingly. Add lines as necessary.				
Required Courses: Course Code and Title	Major/Degree Credit Hours	Prerequisites, if applicable	Course and Lab Fee	New or Existing Course
Electives: Course Code and Title	Major/Degree Credit Hours			
Total				

Four-Year Plan of Study	Course Codes and Titles	Credit Hours	Fulfill Gen Ed, ACE, LOPER Y/N
Term 1			

Term 2			
Term 3			
Term 4			
Term 5			
Term 6			
Term 7			
Term 8			

F. Advising

[Include how and when advisors are assigned for students in the major or degree.]

G. Evaluation of Program

[Measures and procedures for ongoing evaluations of the program. If applicable, include national guidelines, standards, or accreditations for such programs, and how this program meets the established standards]

H. Plan for Implementation

[If applicable, include:

- *impact on Course Subject Codes; will any subject codes need to be created, modified, or deleted in relation to the creation of this program,*
- *impact on other programs or units,*
- *any formal partnership agreements that will enhance the quality of the program or provide educational or practical experiences for the students.]*

I. Other Information (as applicable)

III. Review Criteria

A. Centrality to the Campus Role and Mission
[Describe how the program aligns with the campus role, mission, vision, and/or strategic plan. Relevant sections should be specifically referenced and addressed.]

B. Relationship of the proposal to the University of Nebraska strategic priorities
[Relevant sections should be specifically referenced and addressed.]

C. Consistency with the Comprehensive Statewide Plan for Post-Secondary Education
[Relevant sections should be specifically referenced and addressed.]
https://ccpe.nebraska.gov/sites/ccpe.nebraska.gov/files/CompPlan.pdf

D. Evidence of Need and Demand

1. Need: *[Address institution, community, region, state, and nation. Evidence should include quantifiable and/or qualitative data regarding workforce needs, job and educational opportunities for graduates, potential for the program to contribute to society and economic development. Include references to the NE Department of Labor statistics in addition to U.S. and other sources as appropriate.]*

2. Demand: *[Include the extent of student interest in the proposed program. Evidence should include quantifiable and/or qualitative data regarding expected number of students to enroll in each of the first five years of operation, and minimum number of students required to make the program viable.]*

E. Avoidance of Unnecessary Duplication
[Include an assessment of all related Nebraska public and private college/university programs. Note differences and similarities and outline any unmet needs. As appropriate, include information on regional or national programs.]

F. Adequacy of Resources:

1. Faculty/Staff
[Will new faculty expertise or new faculty members be needed to launch this program? If yes, indicate whether the institution will need to hire new faculty members for this program to secure appropriately credentialed people or to have enough faculty members to appropriately support the program.]

2. Library/Information Resources
    [Address availability of library/electronic resources to support the program.]

3. Physical Facilities and Equipment

4. Budget Projections [include Table 1 and Table 2]
    Table 1: Projected Expenses

    Table 2: Revenue Sources for Projected Expenses

IV. Appendices

A. **Catalog Copy**

B. **Market Analysis**
    [If conducted, insert market analysis.]

C. **Letters of Support**
    Internal
    [Supporting letters of approval from department and other participating units.]

    External
    [External letters of support, including letters of support from potential employers and other NU campuses as appropriate.]

D. **Professional Licensure and Certification**
    [Complete this section if the proposed program leads to professional licensure or certification.]

Licensing Board Full Name		Link to Licensing Board Website	
Accrediting Body Full Name		**Link to Accrediting Body Website**	
Itemized Cost of Licensure and/or Certification			
List states where this program fulfills educational requirements for licensure/certification	**List states where this program does not fulfill educational requirements for licensure/certification**	**List states that do not require licensure or certification for this program**	

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Before submitting to the appropriate Campus Office

    Formatting
- Remove italicized text in the proposal template, meant to be a guide for completing the proposal
- Format your inserted text to non-bolded and non-italicized text
- Do not insert an image into the course chart or other places within the proposal
- Do not insert another table into the course chart table
- Remove this text box

    Content of Proposal
- Course chart needs to be included within the proposal instead of directing the reviewers to the catalog copy appendix
- Budget projection Excel tables and the summary table are required. Use the condensed budget tables if $0 values are applicable.
- If courses outside your department and/or college are part of the curriculum, please include acknowledgement of the requirements (email strings are accepted) from the appropriate DEO and Dean.

    Appendices
- If attaching additional appendices, please list each in section IV
- include a cover page for each appendix

Submit the following electronically
- Signed memo documenting college and department level approvals
- Proposal form as a Word document
- Budget projection tables 1 & 2 as an Excel document; summary table as an Excel document
- Supporting documentation as a PDF