**Coursedog – Creating a New Program**

***Program – New***

*While on the Curriculum Management dashboard, select ‘New Proposal’ from the right-hand side of the page. Select ‘Create a New Program’ and then click ‘Go to Form.’*

***Listed below is each field in the ‘Program - New’ proposal form; all fields with an asterisk are required.***

**RATIONALE & LETTERS OF POSITION**

**Rationale/Justification\*:** This is the what and why. How will you identify and communicate to affected students. Also include: any special equipment or supplies including computing lab time, special software, etc.

**Name and Email of Proposal Presenter(s)\***

**Proposed Program Title\***

**Effective Start Term/Year\*:** Since program proposals can only be accepted once a year, you will only have Fall [year] options for the effective start term/year.

**Degree Type\*:** Select the appropriate degree type from the dropdown list.

**Program Type:** This field will auto-populate once you have selected a degree type.

**Career Level:** This field will auto-populate once you have selected a degree type.

**Contact Information\*:** Include website (URL), physical address, phone, and email for your proposed program.

**CIP Code\*:** Include the **six-digit code** from the dropdown menu. For more information, click [here](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56).

**Primary Department\*:** Type to search for the primary department this proposed program belongs to.

**College/School:** This field will auto-populate once you have selected a primary department.

**Participating Interdisciplinary Departments:** Type to search for any participating interdisciplinary departments. Leave empty if no information.

**DOCUMENTATION**

**Attach USHE Proposal\*:** This document was created by the Board of Regents and can be difficult to open. You will need to save the document to your computer and open it Adobe Acrobat/Reader. <https://curriculum.utah.edu/proposals/forms/new-academic-program-proposal.pdf>

This form includes: Formal program description, Consistency with Institutional Mission, Program Rationale, Labor Market Demand, Student Demand, Similar Programs, Collaboration with and Impact on Other USHE Institutions, External Review and Accreditation, the Program Details, Institutional Readiness, Faculty, Staff, Student Advisement, Library and Information Resources, Projected Enrollment and Finance, Program Assessment, Student Standards of Performance.

**Labor Market Demand\*:** Provide local, state, and national labor market data that speaks to the need for this program. Information may be found at sources such as [Utah DWS Occupation Information Data Viewer and the Occupation Outlook Handbook](https://jobs.utah.gov/jsp/utalmis/#/).

**Consistency with Institutional Mission\***

**Finances & Resources\*:** Include anticipated expenses and revenue.

**Communication & Advising Plan\*:** How closely does the proposed curriculum align with the existing curriculum in the catalog? How will advisors be included in the communication plans? What is the ratio of students to advisors? Will advisors be expected to participate in marketing, promotion, and recruitment of students?

**Faculty Consultation\*:** When was this presented to faculty? What was the response?

**College Dean Letter\***

**Department Chair Letter\***

**Library Letter\*:** Contact Mark England for Marriott Library letters. Contact Christy Jarvis for Health Sciences Center (HSC) Library letters.

**Interdisciplinary Program(s) Letter of Position**

**Community/Industry Letter(s)**

**Additional Documents or Letters of Position**

**PROGRAM INFORMATION**

**Catalog Program Description\*:** Keep this description to approximately 150-300 words.

**Program Accreditation**

**Approved Combined/Dual Degrees**

**Minimum Degree Hours\***

**Minimum Program Hours**

**ADDITIONAL PROGRAM INFORMATION**

**Program Admissions Requirements:** Include information regarding special admissions requirements for this program.

**Program Graduation Requirements:** Include information regarding specific graduation criteria for this program.

**Does this program have emphases?\*** (Yes | No)

If yes…

* **Is an emphasis required for the program?** (Yes | No)
* **Can students earn two emphases?** (Yes | No)

**PROGRAM & DEGREE MAP**

**If you would like the Curriculum Office to build the program and degree map, attach document(s) of how you would like to display.**

**Additional Curriculum Context (if needed**): Make note of any new courses here. If more than 50% of the courses in this program are at the upper-division level, please include a statement indicating that the program is intended only for juniors and seniors. Include statement for any inclusion of graduate level courses if undergraduate credential.

**REQUIREMENTS:** For visual examples of program requirements, click [here](Program_Emphasis_Requirements.pdf).

**Program Requirements**

* Select ADD+
* Select ‘Program Requirement’ from the ‘Requirement Level’ dropdown menu
* Select [Requirement Type] from the ‘Type’ dropdown menu
* Name the Program Requirement (suggested title: Required Program Courses)
* Additional Comments will appear at the very bottom of the page.
* Select ‘Requirement Rule’

**RULE CONDITION OPTIONS:**

* **Complete All Of:** Select this option if all components of a data type [courses, programs, course sets, or requirement sets] are required.
* **Complete At Least X Of:** Select this option if a set number of components from a data type [courses, programs, course sets, or requirement sets] is required.
* **Complete Any Of:** Select this option if any components from a data type [courses, programs, course sets, or requirement sets] can be chosen from a list.
* **Enroll In:** Select this option if students must be enrolled in a specific data type [courses, programs, course sets, or requirement sets].
* **Minimum Credits:** Select this option if a minimum number of credits must be earned from a data type [courses, programs, course sets, or requirement sets].
* **Minimum Grade:** Select this option if a minimum grade must be earned for a data type [courses, programs, course sets, or requirement sets].
* **Average Grade:** Select this option if an average grade must be earned for a data type [courses, programs, course sets, or requirement sets].
* **Freeform Text:** Select this option if you are unable to find a rule condition that fits what you are looking for. It is important to note that the text within the ‘freeform text’ option cannot be formatted, so it should be used as a last resort.
* **Complete Variable Courses and Variable Credits:** Select this option if there are both variable course numbers and credit hours to be earned from a list of courses.
* **Fulfill ANY of the Following Requirements:** Select this option to indicate that students must select one option from several listed requirement rules. It is suggested to use this option (or the following option) at the beginning of program requirements to group them together. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.
* **Fulfill ALL of the Following Requirements:** Select this option to indicate that students must complete all requirement rules several listed. It is suggested to use this option (or the above option) at the beginning of program requirements to group them together. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.
* **Number Of:** Select this option if there is a set number of requirements from a list several requirement rules. Once you select this option, click ‘ADD SUB RULE’ to add rule conditions. Sub rules will follow the same rules they are listed under.

**DATA TYPE OPTIONS:**

* **Courses**
* **Programs**
* **Course Sets**
* **Requirement Sets**

**Filter By:** Ff you are wanting to only select courses from one subject code, you can find it in the dropdown menu. However, *this menu is not alphabetized or searchable*, so it is difficult to use. It is recommended that you just type the full course information in the field below.

* **Select Course:** Search for courses by first typing the subject code and then number.

**Rule Name:** Select a name that fits with the overall structure of the program requirements. If this field is not filled out, the rule will be named ‘Unnamed Rule’ in the catalog.

**Rule Description:** This field shows at the top of the rule

**Rule Notes:** This field shows up at the bottom of the rule

**DEGREE PLAN(S):** Follow the steps below to create a Degree Map.

Select +NEW MAP

* **Degree Map Name:** Suggested format – [Name of Program] [Degree Level] Sample Degree Plan
	+ Example: Elementary Education BS Sample Degree Plan
* **Total Degree Map Credits:** Credit hours are auto-calculated as you build a sample degree plan. This includes General Education & Bachelor Degree requirement credits, total major credits, and total elective credits.
* **Degree Map Narrative**
	+ Enter the following text in the Degree Map Narrative field: *This is just a sample. Log into Degree Audit (in CIS) and meet with your academic advisor to fit a program of study with your academic record.*
* **Miscellaneous**
	+ Set as default
	+ Displayed in Catalog: Select this if you want the Degree Map to be visible to students in the catalog.
* **Semester**
	+ Select +NEW SEMESTER
	+ Select the suggested year from the dropdown menu
	+ Select the suggested semester from the dropdown menu
	+ Select +NEW REQUIREMENT for each required course
		- Expand the requirement tab and select ‘EDIT’
			* Requirement Type Options
				+ **Courses**
				+ **Requirement Designations**
				+ **Milestone**
				+ **Course Attributes**
				+ **Course Sets**
				+ **Generic**
			* Details
				+ **Designation:** Use this field to indicate if the selected course has a General Education or Bachelor Degree designation.

Example: GE – WR2

Example: BD – CW

* + - * + **Minimum Grade:** If there is required minimum grade for the selected course, indicate that here.
				+ **Area:** Select the area the selected course is from (General Education, Major, Minor, Elective)
				+ **Semester Credits**
				+ **Credits toward Total**
				+ **Criticality** (Yes | No): Select ‘Yes’ if it is critical that students complete the course within the selected year/term.

**ONLINE & SARA**

**This program can be completed <50% online?\*** (Yes | No)

**This program can be completed 100% online.** (Yes | No)

**Does this online program have any on-side (University of Utah Main Campus) components?** (Yes | No | Not Applicable)

**Can this program lead to professional licensure?\*** (Yes | No)

**LEARNING OUTCOMES PRELIMINARY**

**Learning Outcomes Context (if needed)**

**LEARNING OUTCOMES\*:** If you have questions about developing learning outcomes, please work with Mark St. Andre (mark.standre@utah.edu)

**COURSEDOG/ADMIN ONLY CATALOG FIELDS**

**Major Map URL**

**Major Exploration Link**

**Program Code**