



<b>DO NOT TYPE IN THIS BOX</b>
Bulletin #: _____
Academic Year: _____

# FLORIDA INTERNATIONAL UNIVERSITY UNDERGRADUATE PROGRAM PROPOSAL

## **New** Undergraduate Degree Program

**INSTRUCTIONS:** Please Type. Fill out this form **completely**.

School/College \_\_\_\_\_

Div./Dept. \_\_\_\_\_

Degree Program Title: \_\_\_\_\_

B.A.    B.S.    Other Bachelor's \_\_\_\_\_

Proposed Implementation Date: \_\_\_\_\_

**PROPOSAL REQUESTED BY:**

Faculty Contact \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_  
(Type Name) (Signature)

\_\_\_\_\_  
(Email address) (Phone Number)

Chair (Dept./Div.) \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_  
(Type Name) (Signature)

Chair (Curr. Comm.) \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_  
(Type Name) (Signature)

College/School Dean \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_  
(Type Name) (Signature)

**JOINT HEARING REQUIRED. PLEASE SUBMIT ORIGINAL FORM.**

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Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

**NEW UNDERGRADUATE DEGREE**  
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

**Please fill out the coversheet in its entirety.**

A new program must first be added by the Office of the Provost to the 5-year Master Plan for the University and must follow the process flow chart. The first step in this process is a Feasibility Study. After the program Feasibility Study is approved, the program proposal must adhere to the strict Proposal Format for a New Graduate Degree Program and must include the appropriate Tables. You may access these documents by visiting the Office of the Provost website [here](#).

**The proposal must include the following elements.** All of these element topics, along with their details, are described in the proposal format document also available at the above link.

- I. Degree Description - The structure of the New Degree must follow the Board of Governors Policy for New Degree Program Authorization.
- II. Institutional Mission and Strength
- III. Program Quality- Reviews and Accreditation
- IV. Curriculum
- V. Assessment of Current and Anticipated Faculty
- VI. Assessment of Current and Anticipated Resources
- VII. Assessment of Need and Demand
- VIII. Budget
- IX. Productivity
- X. Access

**CHECK LIST**

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Has a Feasibility Study been approved by the Office of the Provost?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 2. Have all the elements in I-X above been addressed along with tables?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 3. Do all courses exist in the current catalog?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. If courses are not in the current catalog, are they proposed in the same Curriculum Committee Bulletin as this proposal?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5. If courses are not in the current catalog or proposed in this same Bulletin, were they approved in a previous curriculum bulletin?<br>If yes, attach a separate sheet indicating each course number, name, Bulletin number and Bulletin date.<br>If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first. | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 7. Do course descriptions match the existing catalog or proposed course descriptions?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 8. Are all courses to be added taught in the same proposing department?<br>If the answer to #8 is no, do you have the written approval/ acknowledgment of the other department(s)? (You must have written approval before submitting this document.)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 9. The written approval(s)/acknowledgment(s) must be attached.   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 10. Have you contacted <a href="mailto:assessment@fiu.edu">assessment@fiu.edu</a> to obtain approval of your Student Learning Outcomes and Program Outcomes? If not, please do so prior to submitting this form.   | <input type="checkbox"/>            | <input type="checkbox"/>            |