



# New Undergraduate Degree Program Proposal Form

Academic Unit:

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Program/Department:

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Originator/Person Responsible for New Degree Program Proposal:

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Degree Name:

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Area of Study or Emphasis (if applicable):

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**All consultations** regarding new undergraduate majors, and graduate degree programs should begin by February 1, and be completed in time for submission to the academic unit faculty, curriculum committee chair and dean to review and make recommendations for approval by April 1. The completed form with all signatures is due to the Office of the Vice Provost for Undergraduate Education and Student Success by **April 1**.

Submit to the Office Vice Provost for Undergraduate and Student Success ([vpuged@chapman.edu](mailto:vpuged@chapman.edu)), who will forward the signature form and provide dropbox access to the proposal to the UAC/LRPC and SEB for their review and recommendations. Access management will also be provided to Provost and Board of Trustees as needed.

\*\*In the case of interdisciplinary programs, the proposal should be reviewed and required signatures submitted by the program/department faculty, the curriculum committees, and the deans of all the academic units which contribute to the program. Please use the Shared Courses Signature Form for additional signatures as required.

Please refer to the instructions for new program proposals in the *2024-2025 Curriculum Handbook*.

## Beginning February 1 – Proposal - Executive Summary

All proposal documents are to be submitted via a SharePoint folder that is set up by the Office of Undergraduate Education and Student Success. Please contact them immediately when you begin your new degree program proposal process so that they may set up and provide access to the degree program originator submitting documents for the proposal.

The detailed proposal should include the following sections that provide the information requested. Detailed information on requirements for each required proposal section is provided in the Curriculum Handbook under **New Undergraduate Degree Program Proposal Process**.

**Required Information to be provided in SharePoint file set up by Office of Undergraduate Education and Student Success for document submissions.**

Template for the New Program SharePoint File Folders categories in which information is required:

- Executive Summary
- Appendix A: Description
  - Narrative
  - Required Assessment Information (PLOs, ALOAR/Sec. 1, Curriculum Map)
- Appendix B: Curriculum
  - General Curriculum Information
  - New Course Syllabi (separate file for each course)
  - Existing/Revised Course Syllabi (separate file for each course)
- Appendix C: Faculty
  - General Faculty Information
  - Faculty Curriculum Vitae (separate file for each faculty member)
- Appendix D: Library Information
- Appendix E: Information and Computing Resources
- Appendix F: Facilities Needs
- Appendix G: Staff and Administrative Support Needs
- Appendix H: Student Support Needs
- Appendix I: Projected 5-Year Budget

**\*\*If needed, please attach the additional signature form for programs with shared courses.**

**Before April 1 –signature page for programs**

Program/Department Faculty Representative	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name _____
	Signature _____ Date _____
	Memorandum provided: Yes _____ No _____
College/School Curriculum Committee	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name _____
	Signature _____ Date _____
	Memorandum provided: Yes _____ No _____
College/School Dean	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name _____
	Signature _____ Date _____
	Memorandum provided: Yes _____ No _____

**By May 31 - Recommendation/Checklist and Required Signatures**

Undergraduate Academic Council	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name _____
	Signature _____ Date _____ Memorandum provided: Yes____ No____
Long Range Planning Council	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name _____
	Signature _____ Date _____ Memorandum provided: Yes____ No____
Senate Executive Board Chair	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name _____
	Signature _____ Date _____ Memorandum provided: Yes____ No____
Faculty Senate, as represented by the Faculty Senate President	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name _____
	Signature _____ Date _____ Memorandum provided: Yes____ No____
Provost*	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
	Print Name _____
	Signature _____ Date _____

\*If approved, the Provost will forward notifications to the following:

- Academic Committee of the Board of Trustees
- Finance Committee of the Board of Trustees
- Full Board of Trustees