**New Major Information Checklist**

DOCUMENTS AND TEMPLATES

For Undergraduate proposals:

1. Plan of Study
	1. Curriculog has an import function to pull in all coursework, but it may be helpful to have this information in front of you.
2. Memorandum Regarding New Program Needs for required courses outside of the proposing College.
	1. All required ***undergraduate*** courses offered outside the proposing college require prior approval from the college as part of the PWL proposal process. Use the template: <https://purdue.datacookbook.com/institution/terms/291598>

GENERAL INFORMATION

1. New Major Name
2. Major Description - *A brief explanation of what the student will experience and/or learn; no more than 2-3 sentences. This will be published in the Catalog.*
3. Program to which this Major applies

*Majors are hosted under an existing program. Please identify the program host (e.g. BIOL-MS; BIOL-BS) for the proposed major. See Active Curricula Reports for Program Codes:* [*https://www.purdue.edu/registrar/curriculum/Active\_Curriculum.html*](https://www.purdue.edu/registrar/curriculum/Active_Curriculum.html)

1. Will the new major require a different CIP code from the host Program?
	1. No (default for most new majors)
	2. Yes (ICHE approval required; additional rationale required)
* If yes, proposed new CIP code. *CIP codes are structured XX.XXXX (6 total digits).* Click [here](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56) for a list of currently active CIP codes.
1. Any existing concentrations that will be listed under the major, please list.
2. Modality

*Proposal must speak to all modalities selected. Online programs are classified as Revenue Share Programs (RSP) and not eligible for institutional aid and tuition remission.*

* 1. Residential (<25% online)
	2. Hybrid (25-80% online)
	3. Online (>80% online)
1. If hybrid or online modality selected, is the host Program currently approved for distance education?
	1. Yes
	2. No (ICHE approval required)
	3. Not Applicable - residential only
2. If more than one modality selected, will the curricula be identical across modalities?

*If requirements are not identical, an additional plan of study is required for each modality.*

* 1. Not Applicable - only one modality
	2. Yes
	3. No
1. Will this be offered at Indianapolis?
	1. No (most common)
	2. Yes - PWL only

CURRICULUM AND RESOURCES DESCRIPTION

1. Prospective Curriculum

*Please create a plan of study by importing a template for the Major in the Curriculog tool. If new courses are being created, all course proposals must be completed in order to add to this block. If "no" above, attach all plans of study.*

1. Is this a Revenue Share Program (formerly called Professional Master's Program - PMP)?
	1. No (most common)
	2. Yes, Revenue Share Program - Distance (RSP-D)
	3. Yes, Revenue Share Program - Residential (RSP-R)
	4. Yes, both Revenue Share Program - Distance and Residential (RSP-D and RSP-R)
2. Learning Outcomes
3. Number of credits required for degree: ##

|  |  |
| --- | --- |
| Revised or redesigned curricula | *The number of course credits for which content has been revised for the new program.* |
| Existing or repackaged curricula | *The number of course credits from existing inventory of courses at the institution* |
| New curricula | *The number of course credits developed for the new program that haven't been offered at the institution.* |
| TOTAL CREDITS | ## Must match total credits above |

1. How does this major build on college and institutional strengths? How is it consistent with the mission of the institution?
2. Summarize any national, state, or regional studies that address the labor market need for the major.
3. Summarize the research or career relevant experiences for the major.
4. List of participating faculty, including name, academic rank, and departmental affiliation.
	1. Graduate: Upload complete.
	2. Undergraduate: Not applicable.
5. Will new faculty expertise or new faculty members be needed to launch this major?

*This information is reported to HLC.*

* 1. Yes, please explain new needs
	2. No, please explain existing coverage
1. Projected Headcount
2. Memorandum Regarding New Program Needs for required courses outside of the proposing College.

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* 1. Graduate: Not applicable.
	2. PWL Undergraduate: Upload complete.
	3. PFW/PNW Undergraduate: Optional.
1. Does the degree call for a new tuition rate or fee that is not already in use?
	1. No (most common)
	2. Yes, PWL (Please provide rationale.)
	3. Yes, PFW/PNW (Please provide rationale.)

21b. Rational for new tuition rate or fee

1. Admission Requirements

*Please include any specific requirements above and beyond the standard entry requirements for Undergraduate or Graduate applicants.*