|  |  |
| --- | --- |
|  | **New Major in an Existing Degree Program** |

This form should be used to request a new major under an existing degree program. Itemized instructions for completing and submitting this form begin on the last page.

|  |  |
| --- | --- |
| **Existing Degree Program** | |
| 1. Program Level: Click here to enter text. | 1. CIP Code: XX.XXXX. |
| 1. Program Name: Click here to enter text. | |
| 1. Major Code, Degree, and Name for Each Existing Major: Click here to enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested New Major** | | | |
| 1. Name: Click here to enter text. | | | |
| 1. Degree: Enter Degree | 1. Major Code: Enter Code. | | 1. Credits: Enter Credits |
| 1. Tracks/Concentrations: Click here to enter text. | | | |
| 1. Students: Click here to enter text. | | | |
| 1. Effective Term: | | Effective Year: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Anticipated Delivery System** | | | |
| 1. Percentage of credits available fully online: | < 50% | 50-99% | 100% |
| 1. Percentage of credits available off-campus: | < 25% | 25-49% | 50% or more |

1. **Rationale for the Proposed Major**

|  |
| --- |
| Click here to enter text. |

1. **Impacts on Other Programs**

|  |
| --- |
| Click here to enter text. |

* Prepare a document showing the catalog copy with the proposed curricula edited using the “track changes” feature in Word.
* Prepare supporting documentation showing memos, emails, etc. from other units to provide evidence of the availability of courses that are required in the major and/or to provide evidence for support of the proposed major if there is clear or potential overlap or duplication of content.

**Instructions**

Please note: this form should **only** be used to request a **new major** under an existing degree program. That is, UF is already approved to offer the same degree (e.g., B.S., B.A., M.A., etc.) with the same CIP (Classification of Instructional Programs) code. To instead propose a new degree program (i.e., with a CIP that is not yet approved to be offered at UF) follow the procedures at <http://www.aa.ufl.edu/developing-programs>.

**Existing Degree Program**

1. Indicate the level of the approved, existing degree program. This must be one of the following: **B**-Bachelor's Degree; **M**-Master's Degree; **D**-Doctorate Degree; **S**-Specialist Degree; **E**-Engineer Degree; **P**-Professional Doctorate.
2. Enter the six digit Classification of Instructional Programs (CIP) code for the existing degree program. The code has the numerical format XX.XXXX. Contact the [Office of Institutional Planning and Research](http://www.ir.ufl.edu/) (OIPR) to verify the CIP code for the existing degree program.
3. Enter the name of the existing degree program.
4. Enter the combination of major code, degree and major name for each existing major in the program (e.g., HY, Bachelor of Arts in History; TEL, Bachelor of Science in Telecommunication.)

**Requested New Major**

1. Enter the name of the proposed new major (e.g., Mathematical Modeling).
2. Enter the degree of the new major (e.g., BA, BS, MA, MFA, MD, PhD).
3. Enter the existing major code from item 5 to be linked to the new major.
4. Enter the number of credits in the new major.
5. If the proposed major would have tracks (for undergraduate programs) or concentrations (for graduate programs), list them here. Note that these must also be explained in the rationale (item 15, below) and be included in the proposed catalog copy.
6. Enter the expected number of new students enrolled in this major in the first three years.
7. Enter the term (semester and year) that students would first be admitted.

**Delivery System**

1. Indicate the percentage of course credits that will be available through full online courses.
2. Indicate the percentage of course credits that will be available away from the main Gainesville campus (including courses with onsite – off main campus meetings).

**Rationale for the Proposed Major**

1. Describe the rationale for the new major, what distinguishes it from the existing major(s) in the degree program, the extent of its overlap with the existing major(s) in the degree program and in other programs at the university, and a justification for any such overlap.

**Impacts on Other Programs**

1. Describe any potential impact on other programs or departments, including increased need for general education or common prerequisite courses, or increased need for required or elective courses outside of the existing program.