**New Degree Information Checklist**

DOCUMENTS AND TEMPLATES

Many documents are needed for this proposal, please gather the following for your Curriculog submission.

1. Board of Trustees Executive Summary– Word format
	1. *Please use the following naming convention for the Word document: BOT Executive Summary*
2. Board of Trustees Financial & Enrollment Tables – Excel format
	1. *Please use the following naming convention for the document: BOT Financial & Enrollment Tables*
3. Indiana Commission for Higher Education Academic Degree Submission and Appendices – Word format
	1. *Please use the following naming convention for the document: Academic Degree Submission. The document includes up to 10 possible appendices. Please note Appendix 8 is called out below for new baccalaureate degrees only.*
4. Indiana Commission for Higher Education Letters of Support – PDF format
5. Indiana Commission for Higher Education Appendix 8: Course Articulation Planning for New Baccalaureate Degrees
	1. Graduate or Professional: Not applicable.
	2. Undergraduate: Upload complete.
6. Memorandum Regarding New Program Needs for required courses outside of the proposing College.

*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*](https://purdue.datacookbook.com/institution/terms/291598)

* 1. Graduate: Not applicable.
	2. PWL Undergraduate: Upload complete.
	3. PFW/PNW Undergraduate: Optional.
1. Plan of Study - Curriculog has an import function to pull in all coursework, but it may be helpful to have this information in front of you.

GENERAL INFORMATION

1. Full Program Name
2. Program Description - *A brief explanation of what the student will experience and/or learn; no more than 2-3 sentences. This may be published in the Catalog.*
3. Degree (e.g. B.A., B.S., M.A., M.S., Ed.D, Ph.D, M.F.A., M.B.A)
4. Major
5. Other (majors or concentrations associated with new degree)
6. Modality

*Proposal must speak to all selected modalities. 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 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.*

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

CURRICULUM AND RESOURCES DESCRIPTION

1. Prospective Curriculum

*Please create a plan of study by using Curriculog to import a template for the degree. 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 documents.*

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. 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. 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. 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.)

13b. 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.*