Guide to Coursedog Form Fields **– New Program**

I. General
   a. Total Degree Units
   b. Effective date
       i. Effective term
       ii. Anticipated first term
   c. Career
       i. i.e., GRAD, UNDG, LAW, PHARM, etc.
   d. Plan type
       i. Does major offer emphases/subplan?
   e. Executive Summary
       i. Please provide no more than 5 bullets/sentences that sum up the rationale, demand, and uniqueness of your proposed major.
   f. Plan Description
       i. Work with Marketing to develop a description for the proposed program. Include the purpose, nature, and highlights of the curriculum, faculty expertise, emphases (if any), etc. Typically, 100-250 words.
   g. Degree Designation
       i. BA in…, MA in…, etc.
   h. Dual Degree?
II. Program Contacts
   a. Primary contact name
   b. Primary contact email address
   c. Name of graduate program coordinator
   d. Name of director of graduate studies
III. Plan administration
   a. College
   b. Offering college
   c. Offering departments
       i. If multiple, list each one
   d. Department percent ownership
   e. Is this academic owner the same as the budget owner?
   f. Academic program
   g. College rationale
       i. In consultation with the proposing unit's college-level administration, describe how the proposed academic program fits within the mix of programs currently offered by the college, and how it advances the overall mission of the college and university. Please include related disestablishments, if any.
   h. Projected enrollment for the first three years
       i. Year 1
       ii. Year 2
       iii. Year 3

        iv.  What concrete evidence/data was used to arrive at the numbers?
- i.  Print on transcript (yes/no)
- j.  Print on diploma (yes/no)
- k.  [Cip code](#)
- l.  Requirement term default
  - i.  NSC classification
  - ii.  Program length type
  - iii.  Program length in years

IV.  Evidence of market demand
   a. Please provide an estimate of the future state-wide and national demand for graduates of the proposed academic program. Please specify the source (e.g., Lightcast; Jobs EQ; US Department of Labor) of workforce demand data and detail the assumptions that underpin these projections. Curricular Affairs can provide a job posting/demand report (from O*NET) by skills/keywords/CIP code of the proposed program; contact curricular_affairs@list.arizona.edu to request the report if needed for your proposal. If job market data is unavailable or not applicable, please explain why and elaborate another justification for the proposed program.

V.  Similar Programs Offered at Arizona Public Universities
   a. Are there similar programs at the University of Arizona?
   b. Are there similar programs at Arizona State University?
   c. Are there similar programs at Northern Arizona University?
   d. Objections raised by another Arizona public university?

VI.  Peer comparison
   a. Select three peers (if possible/applicable) for completing the comparison chart from ABOR-approved institutions, AAU members, and/or other relevant institutions recognized in the field.
   b. Use Peer Comparison Chart from the Curricular Affairs website.
   The comparison programs are not required to have the same degree type and/or title as the proposed UA program. Information for the proposed UA program must be consistent throughout the proposal documents. Minors and certificates may opt to include only 2 peer comparisons

VII.  Budget projection
   a. Complete and upload the Excel budget projection form
   b. Contact your department/college finance manager for more information

VIII.  Campus

IX.  Learning Outcomes
   a. Three required
      i. For certificates, two learning outcomes are required, for the third learning outcome field, please fill with N/A.
   b. Competencies and the learning outcomes need to reflect higher level learning: consider using verbs from the Application, Analysis, Synthesis, and Evaluation columns from this list when writing learning

outcomes: https://arizona.app.box.com/s/orx6coex8607hlmenrgl7dznhzjicpit. We recommend 3-5 Learning Outcomes for a degree program.

    i. Concepts are the topics that students will learn in the program.

    ii. The assessment method is where students will demonstrate the learning outcome.

    iii. A measure is how data will be pulled from the assessment method.

    iv. Competencies are the skills they will learn.

X. Program requirements

    a. Total units required to complete degree

    b. Upper-division units required to complete degree

        i. UGRD only: General education requirements is 32 units

    c. List any special requirements to declare or gain access to this major (completion of specific coursework, minimum GPA, interview, application, etc.)

    d. Major units required (includes core and required electives; excludes supporting coursework)

    e. UGRD only: Upper division units required in the major

    f. Residency units to be completed in the major

    g. Required supporting coursework

        i. Courses that do not count towards major units and major GPA, but are required for the major. Courses listed must include prefix, number, units, and title. Include any limits/restrictions needed (house number limit, etc.). Provide course use form from home department for courses not owned by your department

    h. Pre-admission expectations (i.e. academic training to be completed prior to admission)

    i. Major requirements

        i. List all major requirements including core and electives/selectives. If applicable, list the emphasis requirements for each proposed emphasis*. Thesis and non thesis options should be listed as separate emphases. **Courses listed must include course prefix, number, units, and title**. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide course use form from home department for courses not owned by your department.

    j. Research methods, data analysis, and methodology requirements?

    k. Internship, practicum, applied course requirements?

    l. Master thesis or dissertation required?

    m. Minor optional or required?

    n. Will this major offer a minor with the same name?

    o. Any restrictions on multiple use of courses?

    p. Additional requirements (provide description and/or attach file)

XI. Admissions (applicable to undergraduate majors and certificates only)

    a. Add to undergraduate admissions application?

        i. Yes or no

    b. Add to next steps center for orientation major changes?

     i. Yes or no
   c. Admit Type
     i. First-year, transfer, readmission
   d. Admissions criteria
     i. General UA admissions, selective admissions

XII. Subplan campus & locations

XIII. Instructional Modality

XIV. Additional Information
   a. If necessary, provide any additional information that has not already been captured in the proposal (i.e., preliminary proposal (majors only), ABOR request form, etc.) It could also include the course use/collaboration form, addendum explaining/supporting the budget projection, other helpful information you did not already include in the proposal, but that CA and faculty governance committees should be aware of. Please upload your ABOR request form here.