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| Date: | >  |

**Major Proposal Form**

Undergraduate and Graduate Curriculum Committee

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| Name and title: | >  |
| Department: | > |
| Email address: | >  |
| Phone number: | >  |

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| Name of the new Major: | >  |

A. Please describe how the new major will be administered—department or interdisciplinary committee (be specific!).

[*Insert reply here*]

B. Provide the exact **catalog text** for the major. Please follow the format used in the Undergraduate Catalog (<http://www.heidelberg.edu/registrar/undergrad_catalog>).

[*Insert catalog text here*]

C. Please list the **courses** required for completion of the major (including both course numbers and titles). Please indicate any prerequisites for the required courses. Also, indicate if any of the required courses would be **new courses**; you will need to provide New Course Proposal Forms for any new courses.

[*Insert reply here*]

D. Please list any **non-credit or internship** experiences required for completion of the major.

[*Insert reply here*]

|  |  |
| --- | --- |
| E. Number of credit hours required in the new major (24-40 hours): | >  |

|  |  |
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| F. Number of credit hours required at the 300 level: | >  |

G. Please list any **majors or minors excluded** from completion of the major.

[*Insert reply here*]

H. Please list and describe the (assessable) **learning objectives** for the major.

[*Insert reply here*]

I. Please provide an academic **rationale** for the new major. This should include a general statement of the value of the major, and how it would contribute to the mission of the University.

[*Insert reply here*]

J. Please discuss any **overlap** between this new major and existing majors and minors. How would this major complement (or compete with) these other academic programs?

[*Insert reply here*]

K. Please provide information about the **market** for this new major. What demand is there for this minor? How many students might the University expect to enroll in this minor? Provide specific details, please.

[*Insert reply here*]

L. Please describe how the new major will be **staffed**. What required courses are already regularly offered? Which ones would need additional or new sections? If there are any new courses or additional sections needed, who will teach them? A two-year course rotation showing which courses will be available in each semester (and who will teach them) is helpful.

[*Insert reply here*]

M. Please discuss any additional **financial support** beyond current departmental budget funds (for equipment, supplies, library support, travel, etc.) necessary for the new major. Provide a list of needs and estimated costs below.

**How to Submit: Email in Word to** **ucc@heidelberg.edu** or to Graduate Studies Committee Chair. Obtain an email (or written) statement of support from Department Chair/Director and Dean prior to submitting the proposal to UCC or GSC. When a new major requires courses from another department, submit a statement of support from that department chair(s) and Dean(s). When financial implications are determined, provide support in an email (or written) from the Provost.

Note: Committee and faculty assembly approvals are not to be construed as budgetary support. The administration will have oversight over budgetary implications.