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**PROCEDURES FOR PROPOSING**

**NEW MAJORS, MINORS, or CERTIFICATES**

**Guidelines for Submitting New Program Proposals**

**that DO NOT Require State Approval**

**February 2021**

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Important Procedural Note

**All course changes will take effect in the fall semester only. (No proposals will be accepted for a change that would start in the spring or the summer terms.) For a course change action to be implemented beginning in the next fall semester, it must have received all required approvals no later than the posted deadline date, which is usually in late January or early February.**

PROPOSE A NEW ACADEMIC PROGRAM

1. Navigate to (URL)
2. Click on the EDIT OR PROPOSE A PROGRAM login and enter the UMW user name and password. Once logged in, the following screen appears:



1. Click on the box for Propose New Program. A form looking like this will appear:



1. Name and email refer to the person proposing the changes. Those would be filled in. Level and implementation date are drop down boxes with the relevant choices available. Level is undergraduate, graduate, and so forth. Implementation date would be the academic year when the proposed changes would start, with changes going into effect in the fall.
2. See Appendix A for an explanation of each of the form fields you will see when proposing a to change an existing academic program.
3. The option for “Propose New from Existing Program” allows one to start with an existing program that would be modified to create the new proposal. For example, if one wanted to propose Criminology major that would lead to a Bachelor of Arts degree in Sociology, he/she could start by selecting the existing Sociology major. All those requirements would be copied into the form. Then, the proposer would modify those requirements to create the proposal for the new major (instead of separately having to type all of them in).

*Keep these important requirements in mind.* First, state policy requires that all majors leading to the same degree must have 25% of the requirement in common; this is 25% of the requirements not including general education. “Requirements in common” means the same requirements. In other words, a student who majored in Sociology and one who majored in a proposed Criminology major would have to take the same courses for 25% of whatever the total requirements for the degree are (not counting general education). The way this works under the new general education program at UMW is this: all undergraduate degrees require 120 credits. Our new general education program is valued at 30 credits. Thus, 25% of 90 credits is the key value. A new major being proposed that would lead to the same degree as any existing major should have at least 22.5 credits in common (the same) as the other major – roughly 6 to 8 courses (depending on the credit values of the courses).

For graduate degrees, the number of credits that must be in common (in there were majors or “tracks” leading to the same graduate degree) is 33%.

To minimize confusion, “concentration” really means the same as major in the case where two programs would be ending up with the same degree awarded. Based on the desires of those making the proposal, the program could be called a major or a concentration. They end being the same (except for how they would be marketed). The term track would only be found in graduate degree programs. Again, this is designed to provide clarity about what our program names signify. See the academic terminology document for additional information.

**Any change that impacts another Department must include a written statement (such as a copy of an email) from the Chair(s) or Associate Dean(s) agreeing to the change.**

1. After all required information is provided, the start workflow button is selected to move the proposal to the first reviewer (Department Chair or Associate Dean). A proposal may be saved for continued work, cancelled, or submitted by selecting “start workflow.”



Once the proposal is in workflow, changes entered will display as green text. Deletions display as ~~red strikethrough text~~.

See Appendix B for the full display of all steps in the workflow to propose a new major, minor, or certificate program.

APPENDIX A: EXPLANATION OF NEW PROGRAM PROPOSAL FORM FIELDS

Fields outlined in red are required and must be completed in order to submit the form.

**Level**

Undergraduate, graduate, or post-graduate. Post-graduate only applies to certificate programs that include both undergraduate and graduate courses.

**Discipline**

This is the four letter code used to identify subject areas offered at UMW (ENGL, MATH, SPAN, and so forth). The discipline will display as a drop down menu including the four-letter code and the associated disciple name (e.g. SOCG – Sociology).

**Department/Program**

The home department of the discipline offering the program. In the Colleges of Business and Education, there is no department. Or the generic “Business” and “Education” choices available under the department/program dropdown may be used instead of picking “no department.”

**College**

UMW’s three colleges are the choices available.

**Program Title**

The name of the major, minor, or certificate program being proposed.

**Program Type**

A dropdown box offering these options for programs NOT needing state approval: undergraduate major, undergraduate minor, undergraduate certificate, post-graduate certificate, or graduate certificate. The choices for undergraduate degree or graduate degree DO require state approval; anyone interested in such a proposal should review the steps in the document describing how to submit a proposal requiring state approval.

**Degree Designation**

The degree designation signifies a rank or level of educational attainment that is conferred on students who successfully complete all degree program requirements and degree conditions (such as achieving the required overall grade point average, the required grade point average in the major, and meeting the residence requirement). This field will not appear if the program type selected is minor. If a new major is proposed, the degree designation must match that of the current degree program this new major will be associated with. If a new certificate is proposed, the CIP Code field will appear.

**CIP Code**

This field shows when undergraduate, graduate, or post-graduate certificate is selected as the program type. Because certificates are reported to SCHEV, a new certificate proposed must have a unique CIP Code. The classification of instructional program (CIP) codes are defined by the U.S. Department of Education. To find a new CIP code, use the “CIP Code picker” that will appear if the word find is clicked (this is under the box for CIP Code). Select the code that is the best match for the certificate program being proposed.



When find is clicked, a selection box appears that affords several options for selecting possible CIP Codes.



Once the desired code is discovered, select it, and return to the program form to complete the remaining items necessary.

Minors do not require a CIP Code. New majors proposed will have the same CIP Code as the program the new major will be associated with (see “Associated Program,” below).

**Associated Program**

This field only shows when undergraduate major is selected as the program type. Select from the list of existing UMW undergraduate degree programs. UMW may create a new major that is connected to an already approved degree without having to get state approval for it. However, recall that all majors leading to the same degree must have 25% of the requirements in common (not including general education). If this would not be the case, then the proposal needs to be submitted as a new degree program, an action which ***does*** require state approval.

**Implementation Date**

The academic year when the proposed program change goes int effect. The effective term is the fall semester of the next academic year (or a subsequent fall semester, if selected). This item is a drop-down box with choices provided.

**Majority Online Format**

If the proposal is seeking to offer a program in which a majority of the credits required could be taken fully online, the Distance and Blended Learning Committee should be contacted for guidance before proceeding to submit the proposal for the new program.

**Prospectus**

The prospectus document outlines why the program is needed, indicates how it relates to UMW’;s mission, provides information about learning outcomes, and supplies other needed details about the program being proposed (such as any new courses or resources required for startup of the program). Depending on the type of new program proposed, the contents of the prospectus change. Details about what to include are provided in [this document](https://provost.umw.edu/prospectus-for-new-program-proposal/).

**Library Impact**

For all new programs, the University Library needs to conduct an evaluation to determine if Library resources needed to support the program are available. The Library created a form (the link is in the CIM proposal document) that is submitted to the Library for their response. The completed assessment form is returned to the proposer and must be uploaded with the full CIM proposal when it is submitted to the workflow for review.

**Program Overview**

A description of the program and its purposes, goals, and value/benefit to the student as it would appear in the catalog. Any other details about the program that make it unique, interesting, attractive, etc. might also be included. This is a required field.

**Program Requirements**

The list of courses that must be taken to earn the major, minor, or certificate. The total credit hours required to complete the program should be clearly indicated. Courses required versus ones that are restricted electives should be clearly noted. This is a required field.

**Admission Requirements**

If the ptoposed academic program will have additional admissions requirements, these should be written in the box that is provided. This is not a required field. If there are no separate admissions requirements, leave his box blank.

APPENDIX B: NEW MAJOR, MINOR, OR CERTIFICATE - PROPOSAL WORKFLOW

|  |  |  |
| --- | --- | --- |
| **If approved** | **PROCESS STEPS** | **If rolled back** |
|  | 1. New Program Proposal is completed by proposer and submitted to **Department chair** (College of Arts and Sciences) or **Associate Dean** (College of Business and College of Education) – approve proposal or rollback (to proposer). |  |
|  | 2. If approved, in College of Arts and Sciences, Proposal goes to **CAS Associate Dean** – approve proposal or rollback (to Department Chair). This step does not apply in College of Business or Education. |  |
|  | 3. If approved by College Associate Dean (in step #1 or #2), proposal goes to **College Curriculum Committee**. |  |
|  | 4. College Curriculum Committee – approve proposal or rollback (to Department Chair or Associate Dean). |  |
|  | 5. If approved by College Curriculum Committee, proposal goes to **College Governance** Council. |  |
|  | 6. If approved by **College Governance**, proposal goes to the University Curriculum Committee (or proposal rolls back to College Curriculum Committee). |  |
|  | 7. **University Curriculum Committee** – approve proposal or rollback (to College Curriculum Committee or to College Governance). |  |
|  | 8. If approved by University Curriculum Committee, proposal goes to **University Faculty Council**. |  |
|  | 9. University Faculty Council – approve proposal or rollback (to University Curriculum Committee). |  |
|  | 10. If approved by University Faculty Council, proposal goes to **Provost**. If not approved, Proposal rolls back to University Faculty Council. |  |
|  | 11. If approved by Provost, proposal goes to Registrar’s Office to add program and requirements to next Catalog. |  |