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| **Proposed New Degree or Credit-Bearing Certificate: Academic Component** |

**Title of Degree or Credit-Bearing Certificate (e.g., Bachelor of Arts in History):**

**1. Please provide the name, title, email address, and phone number of the primary contact person for this academic program:**

**2. Please briefly describe the proposed new degree:**

**3. Please provide a rationale for the proposed new degree:**

**4. Please describe how the proposed new degree advances the Strategic Plans of the department, school/college, and University:**

**5. Please list the program requirements for the proposed new degree (denote new courses in bold print and courses already approved for conveying Hub units with an asterisk). New courses included in the degree that are intended to convey Hub units must be submitted separately for Hub unit approval via CourseLeaf:**

**6. Please list program learning outcomes: [**[**http://www.bu.edu/provost/planning/program-learning-outcomes-assessment/**](http://www.bu.edu/provost/planning/program-learning-outcomes-assessment/)**]**

**7. For master’s or professional doctorate degrees, please describe what this program prepares students for after they have graduated:**

**8. Please describe how the proposed new degree relates to existing programs at the University: [*Please upload cognate letters separately*.]**

**9. Please place the proposed program in the context of comparable programs at appropriate peer institutions (**[**AAU peer institutions**](https://www.aau.edu/who-we-are/our-members) **and disciplinary peers):**

**10. Please list the program’s faculty:**

**11. Please provide an administrative plan for the proposed new degree:**

**12. Please provide an advising plan for the proposed new degree:**

**13. For a proposed graduate program, please provide the admissions standards involved:**

**14. Please document any implications that the formation of the proposed new degree has on professional accreditation or licensure at the program or school/college level:**

**15. For a proposed undergraduate program, please provide sample 4-year plans through the new degree or certificate:**

**16. If the new program includes a new course or courses, please indicate who will teach the course and how the rest of that faculty member’s course load will be affected (courses(s) redistributed to other faculty, taught less frequently, no longer taught, etc.). Please be specific about affected courses. This information should be reflected in the budget form that accompanies the proposal, e.g. the cost for a new faculty member to teach the new course or a redistributed course [NOTE: new courses will need Course Inventory Forms submitted to the Office of the Registrar]:**

**17. Please list other resources needed including new staff, IT, technology enhanced classrooms, office space, and other facilities. This information should be reflected in the budget:**

**18. What charges (tuition, fees, etc.) are to be applied to this program? How will the charges be structured?**

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| **Tuition/Fee Item** | **Amount** |
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**19. Please describe the proposed enrollment or the enrollment required to cover the start-up costs of the proposed new degree:**

**20. Please provide the bulletin copy (exactly as it will appear) for the proposed new degree including all text connected to the program (requirements, description, program goals/outcomes) [NOTE: this bulletin copy is in a final form and cannot be changed. It must include program learning outcomes]:**

**21. Please submit a complete budget for the new program or credit-bearing certificate, using the appropriate budget template, even if no additional resources are needed.**