

Instructions for Completing Program Proposal Cover Page

Use for New Programs and Program Changes

This form is to be used for all URI curricular program changes. Attach this form as a cover page to the appropriate Rhode Island Board of Governors program forms. This form does not replace RIBGHE forms. Refer to [Curricular Procedures](#) for more information about Academic Programs.

1. Please identify a contact individual.
2. Please identify the originating department, college, and/or division.
3. Please identify whether this proposal applies to an Undergraduate or Graduate Program and supply appropriate curriculum materials.
4. Please identify what is being proposed, new or change to existing (terms defined below; sections of the University Manual are in parentheses) and complete the Title or Name of the proposal. **CIP index must be included for Majors and Subplans**

Degree: an award conferred by a college or university signifying that the recipient has satisfactorily completed a course of study.

Program: Any curriculum or University sponsored activity requiring the assignment of one or more faculty to serve in a teaching, research, or service capacity and intended to result in the conferral of a certificate or other credential or of an undergraduate or graduate degree. (UMAN 8.85.10)

Major: An undergraduate student's concentrated field of study in a degree-granting college. The major field of study for graduate students shall be the student's "program." Curricular requirements for majors and programs are defined in the University Catalog. At least half of the credits required in an undergraduate student's major field of study must be earned at The University of Rhode Island. A student's major(s) or program(s) and option(s) will be listed on the student's permanent academic record after graduation. (UMAN 8.20.40)

Subplan: Commonly referred to as **options, or tracks, specializations, concentrations** in the various catalog descriptions and proposals submitted for approval.

Options: Some programs require that students complete an option within the major field. In these programs, students will complete a common core of courses and select an option on the basis of their career interests. The option consists of courses designated by the department as appropriate for that option. The courses so designated will give students expertise in a particular aspect of the discipline. Students must declare their option before graduation. The option will appear on the student's transcript in addition to their program(s) and major(s). (UMAN 8.20.60)

Options require approval of the college Curriculum Committee, Curricular Affairs Committee of the Faculty Senate and the Faculty Senate. The proposal to create an option must be in writing and indicate that the proposal has departmental approval. The rationale must address the question of why the option is a meaningful distinction within the major. (UMAN 8.20.62)

5. Please identify the kind(s) of degree(s).
6. Please identify the intended starting term and year.
7. Please identify the anticipated date of granting of first degree.
8. Please identify the intended location of program.
9. Please enter the total credits required for graduation in the program.
10. Please indicate if there are certification or licensing requirements.