

## Request for a New Major in an Existing Program

This form should be used to request a new major under an existing Instructional Program (i.e., UF is already approved to offer the CIP at that degree level).

Itemized instructions for completing and submitting this form begin on the third page.

Department and College	
1. Dept Name	<input type="text"/>
2. Dept Number	<input type="text"/>
3. College Name	<input type="text"/>

Existing Degree Program	
4. Program Level	<input type="text"/>
5. CIP Code	<input type="text"/>
6. Program Name	<input type="text"/>
7. Major Code, Degree, and Name for Each Existing Major	<input type="text"/>
<input type="text"/>	

Requested New Major				
8. Term	<input type="text"/>			
9. Credits	<input type="text"/>			
10. Degree	<input type="text"/>			
11. Major Code	<input type="text"/>			
12. Name	<input type="text"/>			
13. Tracks/Concentrations	<input type="text"/>			
<input type="text"/>				
14. Anticipated Delivery System:				
Percentage of credits available via non-traditional delivery:	<table border="0"> <tr> <td style="text-align: center;">&lt; 25%</td> <td style="text-align: center;">25-49%</td> <td style="text-align: center;">50% or more</td> </tr> </table>	< 25%	25-49%	50% or more
< 25%	25-49%	50% or more		

**15. Rationale for the Proposed Major**

--

**16. Impacts on Other Programs**

--

**17. Proposed Catalog Changes**

*Attach a copy of the proposed catalog changes, showing all revisions.*

<b>Department Contact:</b>		
Name		
Email		Phone
<b>College Contact:</b>		
Name		
Email		Phone

## Instructions

Please note: this form should **only** be used to request a **new major** under an existing Instructional Program. That is, UF is already approved to offer the same degree (e.g., B.S., B.A., M.A., etc.) with the same CIP (Classification of Instructional Programs) code. To instead propose a new degree program (i.e., with a CIP that is not yet approved to be offered at UF) follow the procedures at <http://www.aa.ufl.edu/developing-programs>.

## Department and College

1. Enter the name of the department from which this request is originating.
2. Enter the number of the department listed above.
3. Enter the complete name for the college/school from which this request is originating.

## Existing Degree Program

4. Indicate the level of the approved, existing degree program. This must be one of the following: **B**-Bachelor's Degree; **M**-Master's Degree; **D**-Doctorate Degree; **S**-Specialist Degree; **E**-Engineer Degree; **P**-Professional Doctorate.
5. Enter the six digit Classification of Instructional Programs (CIP) code for the existing degree program. The code has the numerical format XX.XXXX. Contact the [Office of Institutional Planning and Research](#) (OIPR) to verify the CIP code for the existing degree program.
6. Enter the name of the existing degree program.
7. Enter the combination of major code, degree and major name for each existing major in the program (e.g., HY, Bachelor of Arts in History; TEL, Bachelor of Science in Telecommunication.)

## Requested New Major

8. Enter the term (semester and year) that students would first be admitted.
9. Enter the number of credits in the new major.
10. Enter the degree of the new major (e.g., BA, BS, MA, MFA, MD, PhD).
11. Enter the existing major code from item 7 to be linked to the new major.
12. Enter the name of the proposed new major (e.g., Mathematical Modeling).
13. If the proposed major would have tracks (for undergraduate programs) or concentrations (for graduate programs), list them here. Note that these must also be explained in the rationale (item 15, below) and be included in the proposed catalog copy.
14. Check the appropriate box to indicate the total percentage of the major's credits that are available via a non-traditional delivery system (e.g., off main campus, fully online, online with onsite meetings on main campus, online with onsite meetings off main campus, or self-paced instruction).

## Rationale for the Proposed Major

15. Describe the rationale for the new major, what distinguishes it from the existing major(s) in the degree program, the extent of its overlap with the existing major(s) in the degree program and in other programs at the university, and a justification for any such overlap.

## Impacts on Other Programs

16. Describe any potential impact on other programs or departments, including increased need for general education or common prerequisite courses, or increased need for required or elective courses outside of the existing program.

## Proposed Catalog Changes

17. Prepare a copy of the proposed catalog changes that shows all revisions, for example using strikeouts and underlined text, or using tracked changes. Note that this catalog copy must include an **eight-semester plan** for the proposed major.