**General Guidelines for
Proposal to Create a New Undergraduate Academic Degree Type**

* This form is used to create a new undergraduate degree type (e.g., AA, BS, BSN).
* Proposals to create a New Undergraduate Academic Degree Type are **action items**. Proposals to create a New Academic Major Program are separate action items.
* **Item 1.2** should be the standard recognized degree type abbreviation in the United States.
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* The description in **item 1.3** should be written in complete sentences; include a clear rationale for the degree type, distinguish the degree type from the currently offered degree types, and outline who will receive this degree. Additional relevant information may be included.
* **Item 2.1** should discuss the reasons for developing the proposed academic degree type. For example, what societal trends or changes in the academic discipline suggest a need for this proposed degree type? Has the proposed degree type been developed in response to student demand? Employer or alumni demand?
* **Item 2.2** should describe the reasons for creating this degree type. Specific justification for this degree type, including supporting data if appropriate, should be cited. For example, is the change necessary to meet professional certification guidelines from an accrediting agency or for program certification? Is the degree type required for licensure, career advancement, and/ or higher education in the academic field?
* **Item 2.3** should list schools in Kentucky and other states, especially our benchmark institutions, offering this degree type.
* **Item 2.4** should provide evidence this degree type is a commonly accepted degree type by showing how it is recognized by relevant professional organization(s), regional accreditor(s), and/ or the Department of Education.
* **Item 2.5** should show how this degree type differs from currently offered degree types.
* **Item 2.6** should list potential programs/ majors interested in offering this degree type.
* **Item 2.7** should state the basis for the projected number of annual graduates in the proposed new degree type, as well as the projection itself.
* **Item 3:**  General description of the degree type such as the degree types as defined in the Undergraduate Academic Program section of the Undergraduate Catalog.
* **Item 4** should indicate the effective term for implementation and any special provisions for currently enrolled students.

Proposal Date:

**College Name**

**Department Name**

**Proposal to Create a New Undergraduate Academic Degree Type**

**(Action Item)**

Contact Person: Name, email, phone

**1. Identification of Undergraduate Academic Degree Type:**

* 1. Academic degree type name:
	2. Standard degree type abbreviation:
	3. Description of academic degree type:

**2. Rationale:**

2.1 Reason for developing the proposed academic degree type:

2.2 Document need for academic degree type for professional certification, program accreditation, licensure, career advancement, and/or higher education in the academic field:

2.3 List other universities in Kentucky and other states (including programs at benchmark institutions) offering this academic degree type:

2.4 Evidence that this academic degree type is recognized by relevant professional organization(s), regional accreditor (s), and/or the Department of Education:

2.5 Relationship of the proposed degree type to other academic degree types now offered by the university:

2.6 Current WKU major(s) qualifying for this degree type:

2.7 Projected number of annual graduates in the proposed degree type:

**3. Degree type description:**

**4. Proposed term for implementation:**

**5. Dates of prior committee approvals:**

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| Department/ Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Curriculum Committee  |  |
| Consultation with CPE through Provost’s Office |  |
| Undergraduate Curriculum Committee  |  |
| University Senate |  |