Welcome to CourseLeaf Program Management. This system will be used for submitting for all new program proposals and changes to existing programs.

All proposals for new and revised programs should be submitted in CourseLeaf at the earliest stage of review. This will speed up the overall approval process because the act of submission will automatically notify relevant parties farther up the approval chain (Dean’s Office, Office of the Provost and Academic Affairs) that a proposal is being considered. This advance notice prevents delays by allowing timely consultation throughout the approval process. The CourseLeaf form has been designed to elicit all of the information needed to review different kinds of programs completely—that is, through all review stages.

Please note the following for new program approval:
1. Understand the overall timeline and date by which a proposal must be submitted for school/college review in order for it to be initiated at the start of a desired academic year. Contact Ron Bramhall in the Office of the Provost as early as possible to get a sense of the timeline for approval.
2. Check for overlap with other UO programs or similar programs at other Oregon public universities. If overlap with a UO program is a possibility, consult directly with the relevant deans and disciplinary faculty to work through any conflicts. If overlap with a similar program at another Oregon public university is a possibility, please consult with the Office of the Provost before contacting anyone at the other institution.
3. Invite careful examination of your proposal by your colleagues and ensure that departmental approval reflects their enthusiasm for taking on the associated teaching and advising responsibilities.
4. Start review of new courses: make sure that school/college-level review of all new courses needed for your program is initiated before, or along with, review of the program itself. If there are any required courses with generic or experimental numbers, start the process for getting a regular course number by completing a new course proposal form in CourseLeaf (Course review is handled through a different CourseLeaf form here: https://nextcatalog.uoregon.edu/courseadmin/)

What do you want to change? (Select all that apply)

- [ ] Credential Requirements
- [x] Delivery Format
- [ ] Location
- [ ] Name

General Information

Give a brief 1-2 paragraph overview of what will be changing for the existing credential. This should be based largely on your descriptions in the following sections but it should be shorter than their combined length. Moreover, it should use language that is capable of communicating your ideas to audiences increasingly distant from your academic field as your proposal moves through the review process.

2A (brief version)

A. Program Description

Primary Proposer

Is there a co-proposer for this proposal?  
[ ] Yes  [ ] No

Home department

College

Additional Department Affiliations

Department

Select...

Level

Program Type

Degree Type

Primary Location

Select...
Program Delivery

Format

Does the program represent a collaboration of two or more university academic units?

- [ ] Yes
- [ ] No

Proposed Identification

Full Title

What's your desired effective date?

Provide a detailed explanation as to what is changing and the rationale for the change. Include disciplinary foundations and connections, program goals and objectives.

Program Change Information

What degree requirement or curricular design are you changing?

2A (expanded version)

A. Program Description (up to 150 words)

What is the rationale for this revision?

2B

B. Program Rationale (up to 150 words)

What are the implications of this change for your unit? Please briefly describe any changes in staffing, advising, faculty, resources, etc. created by this change.

Supporting Documentation

Uploaded Files:

Files To Be Uploaded:

What are the potential effects of this proposal on other departments? For example, are you adding or deducting course requirements from other departments that potentially affect their course enrollments? Document your due diligence with department heads of those departments.
Supporting documents must include correspondence (i.e. emails) exchanged with units/departments outside of your department.

### Course of Study

Make any edits to the course of study as a result of your proposed changes here.

**How to edit "Course of Study"**

#### Course of Study

**Senior Year**
- XYZ 521 4
- XYZ 542 4
- XYZ 581 4
- One course from: XYZ 512, XYZ 513, or XYZ 514 4

**Total Credits** 16

**Master's Program**
- XYZ 611 4
- XYZ 612 4
- XYZ 613 4
- XYZ 625 4
- Elective graduate courses chosen in consultation with advisor 4-8
- XYZ 609 Terminal Project
  or XYZ 604 Internship 9

**Total Credits** 29-33

### 8. SAMPLE PLANS OF STUDY

Provide a sample plan of study for both the undergraduate (senior year) and graduate portions of the program. If proposing more than one combination of majors, provide a sample plan of study for each.

### Expected Learning Outcomes For Students And Means Of Assessment

<table>
<thead>
<tr>
<th>Principle Learning Outcome (Concept or Skill)</th>
<th>Part of curriculum where this is introduced</th>
<th>Part of curriculum where this is developed</th>
<th>How students demonstrate mastery</th>
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</table>
If needed, explain particular items in the grid:

If needed, describe your curriculum map in narrative form, as an alternate to the grid:

What is the nature and level of research and/or scholarly work expected of program faculty which will be indicators of success in those areas?

Explain the methods by which the learning outcomes will be assessed and used to improve curriculum and instruction.

7. PROGRAM MONITORING

Briefly outline a plan for monitoring the program’s success after three years.

Accreditation

Is or will the program be accredited?  
- Yes
- No

Resources Required To Offer The Program

List any additional faculty who will have a role in this program as a result of the change(s), indicating those who will have leadership and/or coordinating roles. For each individual, indicate status with respect to tenure track (TT or NTT), rank, and full-time or part-time.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Classification and Rank</th>
<th>FTE</th>
<th>Role</th>
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<td>Select...</td>
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Does the change affect student advising?

3. ADMINISTRATION OF THE PROGRAM

Provide a brief description of who will administer the program. Include discussion of faculty and staff support. At a minimum, be sure to address the following:
- Who will provide advising
- Who will be responsible for monitoring student progress and continued eligibility
- Who will communicate to students that they are ready to apply to graduate

What other additional staff are needed to support this program?

Specify the offices/departments that will advise students. Administration of the accelerated program must include term-by-term review of each student’s academic progress in meeting both bachelor’s and master’s degree requirements.

6B. Satisfactory Academic Progress

Outline the guidelines and procedures for monitoring a student’s academic progress.

Are special facilities, equipment, or other resources required because of the change (e.g., unusual library resources, digital media support,
Financial Sustainability

What financial resources are needed to support this proposal? Identify the resources currently available as part of existing UO programs or reallocations within existing budgets. Are additional resources needed?

Other Program Characteristics

Must courses be taken for a letter grade and/or passed with a minimum grade to count toward the proposed major? If so, please list the courses and the requirements of each. Although there is variation in detail, UO majors typically require that most of the courses be taken for a letter grade (not "pass/no pass") and that the grade be C- or better.

How much course overlap will be allowed to count toward both the major and some other credential a student might be earning (a minor, certificate, or another major)? If there are specific credentials with overlap limits, please list those and the limits.

5. DEGREE REQUIREMENTS

A. Shared credit hour allowance: List the maximum number of credits a student may use to fulfill requirements of both the bachelor’s and master’s degrees (maximum 16).

B. Which courses may count toward both the undergraduate and graduate degree, and what requirements will they fulfill for each degree? Indicate whether only specific courses may count toward both degrees, or if there are categories of courses to choose from.
C. List all courses that may not be shared (i.e., must be taken as a graduate student):

Does your proposal call for new courses, or conversion of experimental courses into permanent courses? If so, please list courses in the text box below and indicate when they will be submitted to UOCC for approval:

Will admission to the program be limited?

☐ Yes  ☐ No

Will students be required to apply for entry to this program?

☐ Yes  ☐ No

Additional Requirements (Will Appear in Catalog)
4. ADMISSIONS CRITERIA AND PROCEDURES
A. Describe your internal application procedures for students to apply for acceptance to the accelerated program, including deadlines, materials required, and submission procedures.

B. Describe your minimum requirements for acceptance to the accelerated program (e.g., minimum GPA, completion of certain prerequisites, etc.). If these are different in any way than your usual admission requirements, describe how they are different.

C. If the GRE or other standardized test is typically required for admission to the master's program, will it be waived for accelerated students? ____Yes____No____N/A

D. Name of faculty member who will coordinate admissions process:

Residency Requirements (Will Appear in Catalog)