This template provides a guide for proposing a new undergraduate degree or program that will be housed primarily in a single or multiple departments. The motion should be pre-approved by the participating departments and will require faculty approval.

Suggested file name: mo\_dd\_yy\_CAO\_motion\_new\_program

**Date**: [mo-dd-yy]

**To**: WPI faculty

**From**: Committee on Academic Operations (CAO) and [Originator’s name(s), program(s)/department(s)]

**Re**: Motion to approve [program name, e.g., “a new major, program name”], approved by [include all participating Program(s)/Department(s)] on [mo-dd-yy]

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**Motion:** On behalf of [include all participating Program(s)/Department(s)], the Committee on Academic Operations (CAO) recommends, and I move that [program name] be added.

**Summary:**

This motion proposes the addition of [Program Name]. This document provides an overview of the proposal and explains the reasons behind it.

**Rationale:**   
Explain the need for the degree or program, and the value of offering it.

**Opportunity and Market Analysis**

An assessment of the need for the program and potential student interest.

**Comparison to Existing Programs at WPI**  
Provide a context for CGSR to evaluate the quality and rigor of the degree being proposed.

**Impact on Existing Programs at WPI**  
Specifically, will this program compete or overlap with existing programs?

**Comparable Programs at other Universities** (if relevant)

**Proposed Modifications to Undergraduate Catalog:**

ALL relevant sections to be added to the undergraduate catalog should be included. Remember, the undergraduate catalog is a contract with our students. Specifically, the following should be addressed:

**Program Goals and Objectives**

**Admissions Requirements**

**Faculty Contacts**

**Degree/Certificate/Program Requirements,** such as

* + 1. Course/distribution requirements
    2. MQP/IQP requirements

**Additional Requirements -** describe any additional requirements that the student will need to meet to complete the degree.

**New Course Descriptions**

**Implementation:**

**Program Management**

A description of program/degree governance and assessment, particularly elements that may be different than existing degrees/programs.

**Implementation Date**

Provide a timeline for implementing the program, e.g., “Implementation date for this action is the 20xx-20xx academic year.”

**Resources Required:**

Explain any resources needed for the program and where they will come from.  For any new course(s), who might teach them?  If the course has an online section, has ATC been approached for technical support?

**A financial plan is not required but may be included.**