Instructions for Completing New Program Requirements Document

Undergraduate Programs:

1. **Program Name**
   Clearly indicate the official name of your program at the top of the new program document.

2. **Major Requirements that Satisfy General Education Core**
   Indicate if there are any specific Humanities, Social Sciences, Mathematics or Natural Science courses required by your major. An example would be MATH 1530, which can satisfy core, but is also **required** for nursing students. If there are none, move on to **Major Core Requirements**.

3. **Major Core Requirements**
   Complete this area by providing all courses which are the same for all concentrations within your major.

4. **Major Guided Electives**
   Provide the courses which are the chosen list of elective courses that can be taken for this major. If it is a range of all upper level courses, you may indicate all 3000-4999 level courses, with a specific prefix (rubric). An example would be COMM 3000 - 4999.

5. **Concentration Requirements**
   Clearly indicate the official name of the concentration. Below that, list the concentration requirements which are courses required specifically for the concentration. Some programs may only have concentration requirements. (IE: Rotor-Wing concentration has no major specific courses as they are all relevant to the concentration only.)

6. **Program Optional Electives**
   The number of hours remaining to meet 120 once you subtract all requirements listed above equal the number of "free" electives students may take for a given program.

Graduate Program:

1. **Program Name**
   Clearly indicate the official name of your program at the top of the new program document.

2. **Major Core Requirements**
   Complete this area by providing all courses which are the same for all concentrations within your major.

3. **Major Guided Electives**
   Provide the courses which are the chosen list of elective courses that can be taken for this major. If it is a range of all graduate level courses, you may indicate all 5000-5999 level courses, with a specific prefix (rubric). An example would be COMM 5000-5999.

4. **Concentration Requirements**
   Clearly indicate the official name of the concentration. Below that, list the concentration requirements which are courses required specifically for the concentration.