**Create A New Undergraduate Specialization/Concentration**

This form may be used to propose a new specialization in an existing undergraduate major. Note that the terms *specialization* and *track* are synonymous for this process.

Degree Program \*

Enter the name of the Degree Program.



CIP Code \*

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](http://www.ir.ufl.edu/) (OIPR) to verify the CIP code for the existing degree program.



Major Name \*

Enter the name of the major in which the new specialization will be offered. Example: Mathematics.



Major Code \*

Enter the two or three letter code that uniquely identifies the major in the student records system. Example: the code for mathematics is MS.



Degree Type \*

Enter the degree type of the major in which the new specialization will be offered. Example: BS



Existing Specializations \*

Enter the complete name of each specialization that is currently offered in the major.



Name of Proposed Specialization \*

Enter the name of the proposed specialization. Example: Mathematical Modeling.



Code(s) \*

Enter the proposed two or three letter specialization code(s) that would uniquely identify the proposed specialization(s) in the student information system. Specialization codes are appended to the major code.



Credits \*

The credit hours must equal the total credit hours that were approved for the existing major and degree program.



Students \*



Enter the expected number of new students enrolled in this specialization in the first three years.

Effective Term \*

Provide the term (semester and year) that the proposed specialization(s) would start.

Effective Year \*

Percentage of Credits Available Fully Online \*

Indicate the percentage of course credits that will be available through full online courses.

<50% 50-99% 100%

Percentage of Credits Available Off-Campus \*

Indicate the percentage of course credits that will be available away from the main Gainesville campus (including courses with onsite – off main campus meetings).

<25% 25-49% 50% or more

Rationale for Proposed Specialization \*

Describe the rationale for offering this new specialization and having it on the transcript, how this program will enhance the quality of the existing major, how it relates to undergraduate programs at peer institutions. Also describe what distinguishes this new specialization within the existing major(s) in the degree program, the degree of its overlap with existing majors and specializations (both in the degree program and in other degree programs at the university), and a justification for any such overlap.



Impacts on Other Programs \*

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.



### Required Documents:

* **Catalog copy** - catalog-style description of the specialization, requirements for entry, requirements for completion, and a suggested semester-by-semester plan, prepared as a Microsoft Word document.
* **Supporting documentation** - memos, emails, etc. from other units to provide evidence of the availability of courses that are required in the specialization and/or to provide evidence for support of the proposed specialization if there is clear or potential overlap or duplication of content