



CourseLeaf Program Fields Explainer

CIP Code: Every program of study is required to have a [CIP code](#). For help on determining the appropriate CIP code, consult your Associate Dean or the Registrar's office.

Department(s): This is the sponsoring program department. If multi-disciplinary, more departments can be added (using the green '+' button).

Courseleaf Code (to be filled in by Registrar): This is the program tag for internal system use. Faculty can leave that as-is.

Program Title: This is the name of the major or program. You should think strategically about the name; students can be apprehensive about signing up for a program if the name does not sound interesting or is unclear what the subject matter is.

Proposal Type: The options vary depending on if it is an undergraduate or graduate program. For undergraduate programs the proposal options include:

- Concentration
- Degree Program
- Major
- Minor
- Other

For graduate programs, the proposal options include:

- Concentration
- Degree Program
- Graduate Certificate
- Graduate Program
- Other

Category of Proposal: This is the category or level of governance required. For guidance on which category is most appropriate, see the section on Governance Categories summary, or contact the chair of CIC/Grad Curriculum.

Brief Description of Program: This should be a paragraph or two narrative of the program accessible to students, as this description will appear in the Catalogue. For examples of what others have done, see the [course catalogue](#).

Proposed Year of Implementation: This is the academic year in which the program will begin to appear in the catalog. Note that once passed through governance, current students have access to the new program (even if the official catalogue has not been published).

Program Learning Goals and Outcomes: All new programs must have specific learning goals and outcomes (LOs). Best practice is to have at least three, but no more than five goals, with 1-3 outcomes per goal. Additionally, you will need to specify which course(s) in the program help support to achieve the specified learning outcomes through a curriculum map. For help in creating effective learning goals outcomes and a curriculum map, consult with Erin Kelley, Associate Dean for Assurance of Learning and Accreditation.

Program Information: This box builds the table for course/concentration/program requirements. For instance, it delineates required program courses, elective courses, and credits required, or outlines concentrations. You are strongly encouraged to seek assistance in building this table, from either P.J. Dickson or Sarah Richardson. You can also review a brief video on basics of building the table here.

Major/Minor Exclusions: This specifies what other programs a student may not be allowed to take if taking the proposed program. In most cases this would be due to excessive course or content overlap, but there may be other sensible reasons to exclude students from taking two specific programs. For instance, you would not want to allow a student to major in both Finance, and Economics-Finance, or major in Data Analytics, and minor in Data Technologies.

Notes for Registrar: This is not required, but if there are unique aspects of the program that the Registrar needs to know to implement the program, you can specify it here.

Justification for Program: Provide a brief narrative (no more than a few paragraphs), on why the program is needed. This typically would be viewed from a market or strategic perspective. Note that this narrative can be combined or overlap with the Impact/Benefits narrative below.

Impact/Benefits: Provide a statement of perceived benefits of the program or program revision. The statement should address how the program or revision supports the mission of the department and university curriculum, how it augments current curriculum strengths and/or addresses current curriculum weaknesses and provides benefits to students. This narrative can be combined or overlap with the Justification narrative above.

Consulted with other Departments? You should discuss your proposed program (changes) with other departments that may have content overlap, synergies, or support roles. You will need to provide a brief summary of the comments and reaction from relevant departments, as well as outlining the impacts on those departments (if at all).

Additional Cost to Bentley? This is specific to extra costs that may be needed to support the program. Examples may include (but not limited to) things like co-taught courses necessitating higher teaching expenses, library resources, or Bentley sponsored off-campus trips as part of the program requirements. If things like these apply, you will need to elaborate on the need and cost. This does not include additional costs incurred directly to students, for instance software expenses or other fees students pay.

Syllabi/Supporting Documentation: You may find it helpful to attach syllabi for key or required courses in the program. Additionally, it would be helpful to attach your narrative document here, as it is often easier for those in the governance process to understand the program and components.

Impact on Frequency/Number of Course Offerings: With new programs (or revisions) in most cases there may be an expectation of higher course demand in those areas. How might the new (or changed) program affect the need to offer more sections of key courses? Will course staffing be strained as a result? How can the department effectively manage any potential elevated demand? Are these in areas of unique and hard to staff courses?