

Academic Program Proposal Cover Form

(This should be the **first sheet** of your proposal.)

**Title of New Program:**

**Name of College/Department:**

**Name/email/phone # of person(s) submitting the proposal:**

**Date of Submission:**

**CIP Code:**

**The Federal Government requires a Classification of Instructional Program code (CIP) for every academic program. Please refer to** [**http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55**](http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55) **to select the appropriate code for your new program.**

**Check all that apply and fill in required names/dates.**

[ ]  This is the final draft of the proposal. It has been reviewed and approved by the appropriate undergraduate or graduate Dean and Chair. **Approved by Chair**:       Date: date.

 **Approved by Dean:**      Date: date.

[ ]  If this is an Undergraduate or Graduate certificate program, is the University seeking federal aid for this program?

 [ ]  Y \* [ ]  N

\* *If yes*, please provide the following information: Based on the CIP reported above, please provide the Standard Occupational Classification (SOC) code for your program. To determine the appropriate code, please visit <http://onetonline.org/crosswalk> and enter the CIP code for the program under the Education subheading and select the appropriate SOC code**. SOC code:**

 [ ]  Number of semesters needed to complete the program**:**

 [ ]  If it’s an undergraduate program, this proposal has been approved by the necessary Faculty Councils. Date approved:

[ ]  If it’s a graduate program, the proposal has been approved by the necessary Faculty Councils and by the Graduate Council. Date approved:

[ ]  The enrollment and 5-year financial models are included and have been reviewed and approved by the individual in your school/college who is responsible for Finance and Budget. **Approved by:**

Enrollment and Financial forms can be found at <https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/office-provost/faculty-resources>

PLEASE SEND THIS COMPLETED FORM AND THE FINAL PROPOSAL WITH ALL MATERIALS, ELECTRONICALLY, TO

Victoria Balkon at colev@stjohns.edu.

*Academic Program Proposal Cover Sheet updated 2-1-2022*