

# Carnegie Mellon UNIVERSITY REGISTRAR'S OFFICE

## University Registrar's Office

Lower Level, Warner Hall  
5000 Forbes Avenue  
Pittsburgh, PA 15213-3890  
Phone: 412-268-8186  
Fax: 412-268-8084  
Email: [thehub@andrew.cmu.edu](mailto:thehub@andrew.cmu.edu)  
<http://www.cmu.edu/hub>

## Request for a New Degree/Major/Minor Form

This form is for departments that need to add a new degree, major or minor to a Carnegie Mellon academic program. Departments must follow university policies for approval as follows:

1. Please attach curriculum proposal, course descriptions and a list of faculty members who will support the degree/major/minor.
2. Obtain department head approval.
3. Obtain Dean and College Council approval.
4. Submit this form with approvals to the Associate Provost for Education.
5. The Provost's Office will approve or deny the request, and inform the sponsoring department.
6. The department, after receiving approval, may then publicize and offer the new degree, major or minor for student enrollment.

College(s): \_\_\_\_\_

Department(s): \_\_\_\_\_

Contact Information:      Name \_\_\_\_\_  
   Title \_\_\_\_\_  
   Phone \_\_\_\_\_  
   E-mail \_\_\_\_\_

## NEW DEGREE INFORMATION

If your new degree has a different tuition/fee structure or location - STOP! Please fill out an Academic Program Form *in addition* to this form.

Starting Semester: \_\_\_\_\_

Degree Awarded: (Circle one)      Graduate      Undergraduate

Degree Name: \_\_\_\_\_  
*Write as it appears on the diploma (i.e. Master of Letters, Master of Business Administration, Bachelor of Humanities and Arts)*

Which college will be certifying the degree? \_\_\_\_\_

Level of Coursework: (Circle one)      Graduate      Undergraduate      Both

*NOTE: Undergraduate students for this degree will be on a 4.0 QPA scale; graduate students will be on a 4.33 QPA scale.*

How is the coursework delivered? (Circle one)      Classroom      Distance      Both

Is any component of the coursework offered: (Circle one)      Study Abroad      Co-op      Exchange

Is this program offering 600-level courses?       Yes       No

Are these 600-level courses considered graduate or undergraduate?       Yes       No

Maximum Units Allowed per semester: \_\_\_\_\_      Expected units required for graduation: \_\_\_\_\_

Please provide an advisor's name: \_\_\_\_\_

