

**PROPOSAL FOR A NEW EDUCATIONAL PROGRAM**

**Pre-APAS Worksheet**

Please complete the table below prior to logging into APAS (<http://apas.provost.columbia.edu/>) to initiate a request to establish a new degree, certificate, or certification program. *Please note: Firefox is the recommended browser for APAS; functionality may be less optimal when using Internet Explorer or Chrome.*

**Note that in addition to entering the answers to the questions below, you will also be required to upload the CU Internal Application for your new program, as well as a separate file with a list of external reviewers.** If you are seeking approval for a new joint degree program with an external partner institution, you will also be required to upload a draft agreement for that program.

| **Required Data (with instructions)** | **Response** |
| --- | --- |
| **Type of application** If you’d like to submit a proposal for a new program, please select the “new program button.” | * New Program
* Change to existing program
 |
| **Single, Dual, or Joint Program?**Single means a stand-alone program; Dual means a program leading to 2 credentials from Columbia University schools; Joint means a program leading to 2 credentials, one from Columbia, and one from an external partner. | * Single
* Dual
* Joint
 |
| **Degree Type**Choose the type of credential that this program will award; e.g., BA, BS, MA, MS, PhD, Post-bac (undergraduate) Certificate, Advanced (graduate) Certificate, or Certification of Professional Achievement (CPA). For Joint programs with external partner, choose both the Columbia credential and the external partner institution credential. | * Choose the appropriate credential level(s).
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| **Name of Program**What is the subject area for the degree or credential? Please enter the name that will follow the degree type, for example, if you would like to establish a BA in Global Economics, the program name should be entered as “Global Economics.” For Joint degree program with an external partner, the name of the degree should be entered as follows: **JOINT CREDENTIAL** **1** (*CU School)*/**CREDENTIAL 2** (*partner school)*: **NAME OF CU SCHOOL**/**NAME OF EXTERNAL PARTNER SCHOOL.** Example: *JOINT BA/BA: General Studies and Jewish Theological Seminary* | * Enter the program name.
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| **Hours or Credits?**Please indicate whether your school/this program will be credit-based or hours-based. Note that the default for most schools is credit-based.  | * Hours
* Credits
 |
| **Number of Credits (or Hours)**Enter the MINIMUM number of credits (or hours) required to complete this program. Note that the minimum number of points for Bachelor’s degrees is 124; 30 points for Master’s degrees; 20-24 points for Certificate programs; and 12 points for Certification programs. For Joint degree programs with an external partner, please also indicate:* the number of credits awarded toward the Columbia degree by external partner school
* the % of program offered at external partner school (credits awarded toward CU degree by partner school divided by the total # of credits for the program)
 | * Please enter a number.
 |
| **Academic Format**Please indicate whether students may complete the program on a full-time basis, part-time basis, or both. We advise checking off both, to provide full flexibility going forward. | * Full time
* Part time
 |
| **Time Format**Please tell us whether the program can, immediately or at some point in the future, be fully completed during the day, the evening, on weekends, or a combination of evenings and weekends. You must check at least one option, but may check all four. We advise checking off as many as possible, to provide full flexibility going forward.  | * Day
* Evening
* Weekend
* Evening/Weekend
 |
| **Non-standard Calendar**If any of the courses in the program will be offered on a non-standard calendar, meaning less than a full semester, please check yes; otherwise, check no. | * Yes
* No
 |
| **Program Location**Will 50% or more of this program be offered at a location other than Columbia? If so, please provide the percentage of the program to be offered at another location, and the name and complete mailing address of the alternate location.  | * Yes
* No
* If yes, please provide alternate location details.
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| **Distance, Hybrid, and Traditional Formats**Please indicate whether the program will be offered 100% In-Residence (traditional, in-person, classroom-based format); 100% Online; or Hybrid (some proportion traditional, some proportion online). If Hybrid is chosen, indicate the *minimum* percentage of the program to be offered online. Note that you may enter more than one format.  | * In Residence (100%)
* Online (100%)
* Hybrid (a mix)
	+ If hybrid, insert minimum % online.
 |
| **Starting Term**Will students be able to start the program in the Fall term, Spring term, or Summer term? Please check as many as apply. | * Fall
* Spring
* Summer
 |

Full details on new programs and policies can be found on our website: <http://dp.vpaa.columbia.edu/>. As always, if you have any questions, you may reach out to us by email (ovpap@columbia.edu) or phone (212-854-2691).

***Office of the Vice Provost for Academic Programs***

*http://academicprograms.columbia.edu/*