New Program Application

Before beginning this form, please be sure you have followed steps 1 and 2 in the program creation process and that you have a copy of the Instructions for completing this form.

Proposed Program Name:

Degree/Certificate Awarded: Total Credits:

Home College:

Contact Person:

Department Chair Signature: __________________________________________

Dean Signature: ______________________________

Delivery Mode (check all that apply):
___ On Ground ___ Online ___ Hybrid ___ Low Residency

Program Accreditation Required:
___ No ___ Yes If yes? Accrediting Body________________________________________

I. Program Description

Describe the mission of the proposed program in two or three sentences.

Explain how the program aligns with the mission and vision of the department, the college/school and the university.
II. Curriculum Structure
For questions with this section, please consult the Associate Provost if it is a Graduate Program or the Senior Associate Provost if it is an Undergraduate Program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Number or Level</th>
<th>Required?</th>
<th>Credits</th>
<th>Section Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe the culminating, integrative experience used in this program:

If applicable, describe any unique or distinctive aspects of the curriculum (internship, service-learning, research project, etc.):

Program Learning Outcomes: In the chart below, list 5-8 learning outcomes for the program and the means by which you plan to assess those outcomes

<table>
<thead>
<tr>
<th>Program Learning Outcome</th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course(s)</td>
</tr>
<tr>
<td></td>
<td>Student Product(s)</td>
</tr>
<tr>
<td></td>
<td>Evaluation Method(s)</td>
</tr>
</tbody>
</table>

Additional Measures of Student Success (Graduating GPA, Pass Rates on Licensing Exams, etc.) if applicable to the proposed program.
III. Analysis of Demand
For questions with this section, please consult, Director for Institutional Effectiveness.

Who is the target audience for this program?

From what geographic radius do you expect to attract applicants?

Within that radius, what other colleges or universities offer similar programs? Include their tuition and fees if possible.

What feature(s) distinguish this proposed program from those at competitor institutions?

What do you know about employment/career prospects for graduates of programs like this one?

IV. Income Narrative
For questions with this section, please consult the Director of Budget and Financial Oversight for Academic Affairs

Describe and explain the incoming cohort sizes that you expect over the first five years of the program. Distinguish between full time and part time students.

How much attrition (expressed in %) do you expect first to second year and over the length of the program?

For part-time students, about how many credits do you expect each student to generate in an academic year (defined as summer-fall-spring).

Describe any other sources of income for the program
V. Expense Narrative
For questions with this section, please consult the Director of Budget and Financial Oversight for Academic Affairs

New Course/Section Projections
Using the information on enrollment, curriculum, and section size provided above, project the new course sections and the number of such sections required for the first five years of the program. These projections should be presented in a table as follows:

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>AY 18-19</th>
<th>AY 19-20</th>
<th>AY 20-21</th>
<th>AY 21-22</th>
<th>AY 22-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>SOC 110</td>
<td>SOC 110</td>
<td>SOC 110</td>
<td>SOC 110</td>
<td>SOC 110</td>
</tr>
<tr>
<td># of Sections</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Course</td>
<td>SOC 210</td>
<td>SOC 210</td>
<td>SOC 210</td>
<td>SOC 210</td>
<td>SOC 210</td>
</tr>
<tr>
<td># of Sections</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Course</td>
<td>SOC 270</td>
<td>SOC 270</td>
<td>SOC 270</td>
<td>SOC 270</td>
<td>SOC 270</td>
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<tr>
<td># of Sections</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Course</td>
<td>SOC 420</td>
<td>SOC 420</td>
<td>SOC 420</td>
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</tr>
<tr>
<td># of Sections</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TOTAL SECTIONS</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>14</td>
</tr>
</tbody>
</table>

Need for/Demand on Existing Courses
Again using the information on enrollment, curriculum, and section size provided above, as well as data on enrollment history, estimate and explain the need for additional sections of existing courses over the first five years of the program. Discuss courses in the department separately from courses in other departments. Undergraduate programs should be sure to include the demand on the AUC/UIS and general education courses (see user’s manual for additional guidance).

Analysis of Faculty Resources
Using the information generated on course demand, indicate how many of these sections can be taught by existing full time faculty members. Of the remaining courses, how many will be taught by adding full time faculty lines and how many by adjuncts?

Need for Additional Personnel
Explain here the need (if any) for additional staff to support the proposed program.

Space Needs
What additional demands will this program make on general purpose classrooms? Will there be a need for dedicated space (special equipped classrooms or labs, for example)? Faculty offices? Staff offices?
Equipment Needs
Explain any need for special equipment for the program and a scheduled for acquisition over the first five years of the program. Also include approximate cost of maintenance for the equipment and the approximate life-cycle of each piece of equipment.

Library Resources
Consult with staff members at the University Libraries to assess the ability of the current collection and other resources to support the teaching and research needs of the program. If additional resources are required, estimate costs over the first five years of the program.

Other Non-Personnel Expenses
Consults users manual for categories (travel, postage, printing, etc) and use this space to explain any unusual needs in these areas.

College-Wide Expenses
Consults users manual for instructions

VI. Budget Spreadsheet
This spreadsheet will be completed in cooperation with the Director of Budget and Financial Oversight for Academic Affairs.

*Sunset provision – If the program does not meet agreed upon budget expectations after an agreed upon time set by the New Program Review committee the program will no longer be funded and will be closed. If the program exceeds budget expectations there will be the opportunity for additional funding for the program.

_________________________ __________________________
Director of Office for Institutional Effectiveness Date

_________________________ __________________________
Director of Budget and Financial Oversight Date

_________________________ __________________________
Senior Associate Provost or Associate Provost Date