

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.

Course Code	Number or Level	Required?	Credits	Section Capacity
		Total Credits		

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

Program Learning Outcome	Assessment Method		
	Course(s)	Student Product(s)	Evaluation Method(s)

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:

Course/Section Projections for Major in Urban Studies
(This table should include all courses to be offered in each of the five AY's)

	AY 18-19	AY 19-20	AY 20-21	AY 21-22	AY 22-23
Course	SOC 110	SOC 110	SOC 110	SOC 110	SOC 110
# of Sections	1	2	3	4	4
Course	SOC 210	SOC 210	SOC 210	SOC 210	SOC 210
# of Sections	2	2	3	3	4
Course		SOC 270	SOC 270	SOC 270	SOC 270
# of Sections		2	2	3	3
Course			SOC 420	SOC 420	SOC 420
# of Sections			1	2	3
TOTAL SECTIONS	3	6	9	12	14

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?

