Request to Establish New Academic Degree Program

The following approvals must be obtained prior to sending the Request to Establish a New Academic Degree Program to the UNC System Office.

Institution _____

Degree Program Title (e.g. M.A. in Biology)_____

Reviewed and Approved By (Title)

> **Provost:**
> **Faculty Senate Chair (if applicable):**
> **Undergraduate or Graduate Dean (if applicable):**
> **Academic College Dean:**
> **Department Chair:**
> **Program Director/Coordinator:**

New Academic Program Process

New academic programs are initiated and developed by the faculty members. Approval of the Request to Establish a New Academic Degree Program must be obtained from department chairs and college deans or equivalent administrators before submission to the UNC System Office review.

Directions: Please provide a succinct, yet thorough response to each section. Obtain the Provost's signature and submit the proposal to the UNC System Vice President for Academic Program, Faculty, and Research, for review and approval by the UNC System Office. Once the Request to Establish is approved, UNC System Office staff can submit the proposal for review and approval by the UNC Board of Governors.

Request to Establish a New Academic Degree Program

Institution	
Joint Degree Program (Yes or No)? If so, list partner campus.	
Degree Program Title (e.g. M.A. in Biology)	
CIP Code and CIP Title (May be found at National Center for Education Statistics)	
Require UNC Teacher Licensure Specialty Area Code (Yes or No). If yes, list suggested UNC Specialty Area Code(s).	
Proposed Delivery Mode (campus, online, or site-based distance education). Add maximum % online, if applicable.	
Proposed Term to Enroll First Students (e.g. Spring 2019)	

Do the following sections of your previously submitted and approved Letter of Intent to Develop a New Academic Degree Program document require any change or updated information? If yes, note the items and explain.

Category	Yes or No	Explanation (if applicable)
SACSCOC Liaison Statement		
Review Status (campus bodies that reviewed and commented on Letter of Intent)		
Program Summary		
Student Demand		
Societal Demand		

I. **Program Planning and Unnecessary Duplication**:

a. List all other public and private four-year institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program, including their mode of delivery. Show a four-year history of enrollments and degrees awarded in similar programs offered at other UNC institutions (using the format below for each institution with a similar program). Programs at UNC institutions may be found on the UNC System website.

Institution				
Program Title				
	Year	Year	Year	Year
Enrollment				
Degrees Awarded				

b. Describe what was learned in consultation with other programs regarding their experience with student demand and job placement. Indicate how their experiences influenced your enrollment projections.

c. Identify opportunities for collaboration with institutions offering related degrees and discuss what steps have been or will be taken to actively pursue those opportunities where appropriate and advantageous.

d. Present documentation that the establishment of this program would not create unnecessary program duplication. In cases where other UNC institutions provided similar online, site-based distance education, or off-campus programs, directly address how the proposed program meets unmet need.

e. Admission. List the following:

    i. Admissions requirements for proposed programs (indicate minimum requirements and general requirements).

    ii. Documents to be submitted for admission (listing)

f. Degree requirements. List the following:

    i. Total hours required. State requirements for Major, Minor, General Education, etc.

    ii. Other requirements (e.g. residence, comprehensive exams, thesis, dissertation, clinical or field experience, "second major," etc.).

g. Enrollment. Estimate the total number of students that would be enrolled in the program during the first year of operation and in each delivery mode (campus, online, site, etc.)

	Campus	Online	Site	Full-Time	Part-Time
Year 1					
Year 4					

h. For graduate programs only, please also answer the following:

Grades required	
Amount of transfer credit accepted	
Language and/or research requirements	
Any time limits for completion	

i. For all programs, provide a degree plan showing the sequence of courses to be taken each year. List courses by title and number and indicate those that are required. Include an explanation of numbering system. Indicate new courses proposed. A possible format is offered below as an example. If your institution uses a different format that provides the required information, it may be submitted instead.

Year 1	Course No.	Course Title	Required (Y/N)	New (Y/N)	Brief Description (If New Course)

II. Faculty

a. (For undergraduate and master's programs) List the names, ranks and home department of faculty members who will be directly involved in the proposed program. The official roster forms approved by SACSCOC may be submitted. For master's programs, state or attach the criteria that faculty must meet in order to be eligible to teach graduate level courses at your institution.

b. (For doctoral programs) List the names, ranks, and home department of each faculty member who will be directly involved in the proposed program. The official roster forms approved by

SACSCOC may be submitted. Provide complete information on each faculty member's education, teaching and research experience, research funding, publications, and experience directing student research including the number of theses and dissertations directed.

c. Estimate the need for new faculty for the proposed program over the first four years. If the teaching responsibilities for the proposed program will be absorbed in part or in whole by the present faculty, explain how this will be done without weakening existing programs.

d. Explain how the program will affect faculty activity, including course load, public service activity, and scholarly research.

III. **Delivery Considerations.** Provide assurances of the following (not to exceed 250 words per lettered item):

a. *Access* (online, site-based distance education, and off-campus programs). Students have access to academic support services comparable to services provided to on-campus students and appropriate to support the program, including admissions, financial aid, academic advising, delivery of course materials, and placement and counseling.

b. *Curriculum delivery* (online and site-based distance education only). The distance education technology to be used is appropriate to the nature and objectives of the program. The content, methods and technology for each online course provide for adequate interaction between instructor and students and among students.

c. *Faculty development* (online and site-based distance education only). Faculty engaged in program delivery receive training appropriate to the distance education technologies and techniques used.

d. *Security* (online and site-based distance education only). The institution authenticates and verifies the identity of students and their work to assure academic honesty/integrity. The institution assures the security of personal/private information of students enrolled in online courses.

IV. **Library**

a. Provide a statement as to the adequacy of present library holdings for the proposed program to support the instructional and research needs of this program.

b. If applicable, state how the library will be improved to meet new program requirements for the next four years. The explanation should discuss the need for books, periodicals, reference material, primary source material, etc. What additional library support must be added to areas supporting the proposed program?

c. Discuss the use of other institutional libraries.

d. For doctoral programs, provide a systematic needs assessment of the current holdings to meet the needs of the program.

V. Facilities and Equipment

a. Describe facilities available for the proposed program.

b. Describe the effect of this new program on existing facilities and indicate whether they will be adequate, both at the commencement of the program and during the next decade.

c. Describe information technology and services available for the proposed program.

d. Describe the effect of this new program on existing information technology and services and indicate whether they will be adequate, both at the commencement of the program and during the next decade.

VI. Administration

a. Describe how the proposed program will be administered, giving the responsibilities of each department, division, school, or college. Explain any inter-departmental or inter-unit administrative plans. Include an organizational chart showing the "location" of the proposed new program.

b. For joint programs only, include documentation that, at minimum, the fundamental elements of the following institutional processes have been agreed to by the partners:

      i. Admission process
     ii. Registration and enrollment process for students
    iii. Committee process for graduate students
     iv. Plan for charging and distributing tuition and fees
      v. Management of transcripts and permanent records
     vi. Participation in graduation
    vii. Design of diploma

VII. Additional Program Support

a. Will additional administrative staff, new master's program graduate student assistantships, etc. be required? If so, please briefly explain in the space below each item, state the estimated new dollars required at steady state after four years, and state the source of the new funding and resources required.

VIII. Accreditation and Licensure

a. Where appropriate, describe how all licensure or professional accreditation standards will be met, including required practica, internships, and supervised clinical experiences.

b. Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe plans to request professional accreditation.

c. If the new degree program meets the SACSCOC definition for a substantive change, what campus actions need to be completed by what date in order to ensure that the substantive change is reported to SACSCOC on time?

d. If recipients of the proposed degree will require licensure to practice, explain how program curricula and title are aligned with requirements to "sit" for the licensure exam.

IX. Supporting Fields

a. Discuss the number and quality of lower-level and cognate programs for supporting the proposed degree program.

b. Are other subject-matter fields at the proposing institution necessary or valuable in support of the proposed program? Is there needed improvement or expansion of these fields? To what extent will such improvement or expansion be necessary for the proposed program?

X. Additional Information. Include any additional information deemed pertinent to the review of this new degree program proposal.

XI. Budget

a. Complete and insert the Excel budget template provided showing <u>incremental</u> continuing and one-time costs required each year of the first four years of the program. Supplement the template with a budget narrative for each year.

b. Based on the campus' estimate of available existing resources or expected non-state financial resources that will support the proposed program (e.g., federal support, private sources, tuition revenue, etc), will the campus:

    i. Seek enrollment increase funds or other additional state appropriations (both one-time and recurring) to implement and sustain the proposed program? If so, please elaborate.

    ii. Require differential tuition supplements or program-specific fees? If so, please elaborate.

        1. State the amount of tuition differential or program-specific fees that will be requested.

2. Describe specifically how the campus will spend the revenues generated.

3. Does the campus request the tuition differential or program-specific fees be approved by the Board of Governors prior to the next Tuition and Fee cycle?

c. If enrollment increase funding, differential tuition, or other state appropriations noted in the budget templates are not forthcoming, can the program still be implemented and sustained and, if so, how will that be accomplished? Letters of commitment from the Chancellor and/or Chief Academic Officer should be provided.

XII. Evaluation Plans

a. What student learning outcomes will be met by the proposed program and how will student proficiency be measured? These items may be updated as necessary to meet student and program needs.

Program Student Learning Outcomes	Measurement Instrument	Criteria for Proficiency (score, percentage, level of performance, etc.)

b. The plan and schedule to evaluate the proposed new degree program prior to the completion of its fourth year of operation (to include types of measurement, frequency, and scope of program review).

XIII. Attachments. Attach the final approved Letter of Intent as the first attachment following this document.

This proposal to establish a new program has been reviewed and approved by the appropriate campus committees and authorities.

Position Title	Signature	Date
Chancellor		

Chancellor (Joint Partner Campus)		
Provost		

DRAFT