Prior to completing this form, schedule a meeting with the Vice Provost for Academic Programs to discuss the viability of the new program.

To ensure that proposals for new programs address important issues relevant to Nevada citizens, fit within the strategic direction of the Nevada System of Higher Education, and contribute to fulfillment of UNLV’s mission and core themes, please complete the following information. The Executive Vice President and Provost and the Vice Provost for Academic Programs will review the pre-proposal and communicate whether a full proposal should be developed.

# Details of the Proposal and Proposer Information:

|  |  |
| --- | --- |
| Proposed Degree/Program Title:  Certificate  B.A.  B.S.  M.A.  M.S.  Ph.D.  Other, please specify: | Will this degree be interdisciplinary?  Yes  No  If yes, list the other colleges/schools that will be involved and the contact people:  For interdisciplinary **graduate** degrees, read the requirements in the [UNLV Interdisciplinary Graduate Programs](https://www.unlv.edu/graduatecollege/curriculum) in the New Degree Programs section. |
| Number of Credits: | Unit where the program will reside: |
| Proposed start date for program: | Proposer/Contact Person: |
| Proposer Email Address: | Proposer Contact Phone: |
| Today’s Date: | Is this program in the current Academic Master Plan? If not, it cannot be proposed.  Yes  No |

|  |  |
| --- | --- |
| Mode of Delivery:  100% face-to-face  Hybrid (some online, some face-to-face)  100% online | Will the program have learning placements that could potentially take place outside the state of Nevada?  Yes  No  If yes, please describe: |
| Is this a professional licensure program?  Yes  No | If yes, contact the Office of Educational Compliance at [sara.edcompliance@unlv.edu](mailto:sara.edcompliance@unlv.edu) to learn about required public and individual disclosures mandated by federal law and the National Council for State Authorization Reciprocity Agreements (NC-SARA). |

* 1. What is the proposal?
  2. What are the student learning outcomes for the degree?
  3. Provide the names, ranks, and research areas of all faculty who will participate in the new program (if it is a graduate program, include the faculty member’s grad faculty status and the approved teaching load):
  4. Describe how you have determined that there is a need and demand for this program. Address both the size and extent of the student demand and the market demand for graduates locally, statewide, regionally, and nationally:
  5. Describe the internal and external recruitment plan:
  6. How will this program be funded?
  7. Is there a new source of funding?

# Fee and Resource Proposal

|  |  |
| --- | --- |
| Are any of the following being proposed:  Program fee; if so, amount:  Course fees; if so, amount:  Differential fee; if so amount | If any additional fees were checked, provide an explanation of why they are needed and how they will be used: |
| Are any graduate assistants being requested for this program?  Yes  No | If yes, are the graduate assistants being requested from the Graduate College or is the program going to fund them? How many graduate assistants will be requested? |
| Will there be any proctoring fees associated with the program?  Yes  No | If yes, describe: |

|  |  |
| --- | --- |
| Library Resources: | Estimate of Library Resources Required at Years 1, 3, and 5: |
| Are there other new resources being requested?  Yes  No | If there are other new resources needed for this program, please describe them: |

1. **Provide the forecasted new headcount and graduates by year for the program:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Headcount |  |  |  |  |  |
| Graduates | 0 |  |  |  |  |

* 1. On what is the projection based?

# Undergraduate Degrees Only:

* 1. Admission Requirements
     1. GPA, if applicable:
     2. Transfer GPA, if applicable:
     3. Number of credits:
     4. Other:
  2. General Education Core Requirements:
  3. Special Required Courses (list distribution area):
  4. Exceptions:
  5. Have exceptions been approved? Yes  No
  6. College Core Requirements:
     1. Courses:
     2. Other college requirements:
     3. GPA/grade requirements:

# Connection to Other Universities and UNLV

* 1. If there is a similar program in an NSHE institution, which institution is it and what issues do they have with this duplication?
  2. Does a similar program exist in the Mountain West region? If so, list the institutions, city and state, and explain why this potential duplication is necessary.
  3. Catalog Description (the Faculty Senate Curriculum Committee (undergrad degrees) and the Graduate College (graduate degrees) will not discuss the program without the new catalog text. Use the existing catalog as a guide. Assume that this description will appear in the catalog exactly as written).:
  4. Describe how the program supports the department and the college/school’s strategic and RPC or R2PC (graduate programs) plans.
  5. To which parts of [UNLV Mission and Core Themes](https://catalog.unlv.edu/content.php?catoid=19&navoid=3493#:~:text=UNLV%20Mission%20Statement,-UNLV's%20diverse%20faculty&text=We%20stimulate%20economic%20development%20and,the%20communities%20that%20we%20serve) does this program contribute and how?

# Signatures

|  |  |  |
| --- | --- | --- |
| Proposer and Date: |  |  |
| Chair/Director Approval and Date: |  |  |
| Dean Approval and Date: |  |  |

Note: Attached must be a letter of support from the dean including a description of where this proposed program fits in the college funding priorities. The dean must agree that new faculty lines and other costs for this program are already in the college/school’s budget or will be included in the next budget request which must be approved before the start date of the program.

# Submit completed form to [vpap@unlv.edu](mailto:vpap@unlv.edu).