ACADEMIC PROGRAM PROPOSAL FORM
(Revised: March 2016)

DIRECTIONS: Use this form when proposing a new major or primary field of study, new emphasis, or new degree program.

DATE SUBMITTED:

INSTITUTION:

REQUEST TYPE: □ New Degree
□ New Major or Primary Field of Study
□ New Emphasis
□ New Certificate of Achievement (AAC approval only)

DEGREE (i.e. Bachelor of Science):

MAJOR (i.e. Animal Science):

EMPHASIS (i.e. Equine Studies):

CREDITS TO DEGREE:

CERTIFICATE OF ACHIEVEMENT:

PROPOSED SEMESTER OF IMPLEMENTATION:

Action requested:

A. Brief description and purpose of proposed program

B. Statement of degree or program objectives

C. Plan for assessment of degree or program objectives

D. Plan for assessment of student learning outcomes and the use of this data for program improvement
E. Contribution and relationship of program objectives to

i. NSHE Master Plan

ii. Institutional mission

iii. Campus strategic plan and/or academic master plan

iv. Department and college plan

v. Other programs in the institution

vi. Other related programs in the System

F. Evaluation of need for the program

i. Intrinsic academic value of program within the discipline

ii. Evidence of existing or projected local, state, regional, national and/or international need for program

iii. If this or a similar program already exists within the System, what is the justification for this addition


v. Student clientele to be served (Explain how the student clientele is identified)

G. Detailed curriculum proposal

i. Representative course of study by year (options, courses to be used with/without modification; new courses to be developed)

ii. Program entrance requirements
iii. Program completion requirements (credit hours, grade point average; subject matter distribution, preprogram requirements)

iv. Accreditation consideration (organization (if any) which accredits program, requirements for accreditation, plan for attaining accreditation - include costs and time frame)

v. Evidence of approval by appropriate committees of the institution

H. Readiness to begin program

i. Faculty strengths (specializations, teaching, research, and creative accomplishments)

ii. Contribution of new program to department’s existing programs (both graduate and undergraduate) and contribution to existing programs throughout the college or university

iii. Completed prior planning for the development of the program (recent hires, plans for future hires, securing of space, curricular changes, and reallocation of faculty lines)

iv. Recommendations from prior program review and/or accreditation review teams

v. Organizational arrangements that must be made within the institution to accommodate the program

I. Resource Analysis

i. Proposed source of funds (enrollment-generated state funds, reallocation of existing funds, grants, other state funds)

ii. Each new program approved must be reviewed for adequate full-time equivalent (FTE) to support the program in the fifth year. Indicate if enrollments represent 1) students formally admitted to the program, 2) declared majors in the program, or 3) course enrollments in the program.

a. (1) Full-time equivalent (FTE) enrollment in the Fall semester of the first, third, and fifth year.

   1st Fall semester _____

   3rd Fall semester _____

   5th Fall semester _____
(2) Explain the methodology/assumptions used in determining projected FTE figures.

b. (1) Unduplicated headcount in the Fall semester of the first, third, and fifth year.

1st Fall semester _____
3rd Fall semester _____
5th Fall semester _____

(2) Explain the methodology/assumptions used in determining projected headcount figures.

iii. Budget Projections – Complete and attach the Five-Year Budget Projection Table.

J. Facilities and equipment required

i. Existing facilities: type of space required, number of assignable square feet, space utilization assumptions, special requirements, modifications, effect on present programs

ii. Additional facilities required: number of assignable square feet, description of space required, special requirements, time sequence assumed for securing required space

iii. Existing and additional equipment required

K. Student services required – Plans to provide student services, including advisement, to accommodate the program, including its implications for services to the rest of the student body

L. Consultant Reports – If a consultant was hired to assist in the development of the program, please complete subsections A through C. A copy of the consultant’s final report must be on record at the requesting institution.

i. Names, qualifications and affiliations of consultant(s) used

ii. Consultant’s summary comments and recommendations

iii. Summary of proposer's response to consultants

M. Articulation Agreements
i. Articulation agreements were successfully completed with the following NSHE institutions. (Attach copies of agreements)

ii. Articulation agreements have not yet been established with the following NSHE institutions. (Indicate status)

iii. Articulation agreements are not applicable for the following institutions. (Indicate reasons)

N. Summary Statement