University Council
Athens, Georgia 30602

March 18, 2013

UNIVERSITY CURRICULUM COMMITTEE – 2012-2013
Mr. David E. Shipley, Chair
Agricultural and Environmental Sciences - Dr. T. Dean Pringle
Arts and Sciences -   Dr. Timothy Gupton (Arts)
                      Dr. Rodney Mauricio (Sciences)
Business - Dr. William D. Lastrapes
Ecology - Dr. James W. Porter
Education - Dr. William G. Wraga
Engineering – Dr. Sidney Thompson
Environment and Design - Mr. David Spooner
Family and Consumer Sciences - Dr. Silvia Giraudo
Forestry and Natural Resources - Dr. Sarah F. Covert
Journalism and Mass Communication - Dr. Alison F. Alexander
Law – No representative
Pharmacy - Dr. Keith N. Herist
Public and International Affairs - Dr. Robert Grafstein
Public Health – Dr. Marsha C. Black
Social Work – Dr. Kristina Jaskyte
Veterinary Medicine - Dr. Scott A. Brown
Graduate School - Dr. Tracie E. Costantino
Ex-Officio – Provost Jere W. Morehead
Undergraduate Student Representative – Mr. Pranay Udutha
Graduate Student Representative – Mr. Garrett Jaeger

Dear Colleagues:

The attached proposal for a revised Academic Affairs Policy Statement No. 1, New Degree or Major
Programs, will be an agenda item for the March 20, 2013, Full University Curriculum Committee
meeting. The policy has been revised to comply with Board of Regents policy.

Sincerely,

David E. Shipley, Chair
University Curriculum Committee

cc: Provost Jere W. Morehead
        Dr. Laura D. Jolly

Executive Committee, Benefits Committee, Committee on Facilities, Committee on Intercollegiate Athletics, Committee on Statutes, Bylaws, and Committees,
Committee on Student Affairs, Curriculum Committee, Educational Affairs Committee, Faculty Admissions Committee,
Faculty Affairs Committee, Faculty Grievance Committee, Faculty Post-Tenure Review Appeals Committee,
Faculty/ Staff Parking Appeals Committee, Strategic Planning Committee, University Libraries Committee, University Promotion and Tenure Appeals Committee
An Equal Opportunity/Affirmative Action Institution

NEW DEGREE OR MAJOR PROGRAMS

Academic Affairs Policy Statement No. 1

1. **References**

   a. Academic Affairs Handbook, Board of Regents, University System of Georgia, July 1987.

   b. Bylaws of the University Council of the University of Georgia, 1988.

2. **Policy**

   a. Effective this date and until rescinded, programs of academic work shall not be added to the curriculum of the University of Georgia unless recommended by the University Curriculum Committee in accordance with the Bylaws of the University Council, submitted by the President of the University of Georgia to the Chancellor, and approved by the Board of Regents of the University System. Policy and implementing guidance outlined herein are applicable to all Academic Degree Programs involving 30 hours or more of course work in a field of study. The policy statement may be reproduced for local use. Minor programs (less than 30 hours of course work) and non-degree certificate programs shall be subject to separate policy statements and implementing guidelines. No provisions stated herein are intended to conflict with the Bylaws or the Academic Affairs Handbook.

   b. A formal proposal is required when academic units contemplate adding a new degree or major program to the curricula of the institution. The procedure to be followed in developing the formal proposal appears in paragraph four of this statement.

3. **Responsibility**

   a. <u>Faculty</u>
   The responsibility for developing a new degree or major program resides with the faculty in each academic unit; however, only academic programs which promise to contribute to or otherwise enhance the mission of the University of Georgia should be considered for development.

   b. <u>Administrative</u>
   It shall be the responsibility of each school or college to ensure that all proposals receive appropriate faculty review prior to submission to the next higher administrative level. Both the head of the academic unit and the appropriate dean of the school or college submitting a proposal must review all proposals before they are submitted to the next higher administrative level. The Senior Vice President for Academic Affairs and Provost shall be responsible for reviewing proposals and providing any needed internal and external coordination of procedures. This shall include making appropriate recommendations to the President of the University on program proposals which are transmitted to the Board of Regents for action. The Office of the Senior Vice President for Academic Affairs and Provost shall keep unit (library, institute, department, school or college) heads informed of the current status of proposals as they move through the review stages required by governance procedures.

c. Points of contact

Academic units contemplating the development of new undergraduate degree or major programs should consult with the Senior Vice President for Academic Affairs and Provost. For new graduate degree or major programs, academic units should consult with the Dean of the Graduate School.

4. Procedure

The Board of Regents requires the submission of a formal proposal in support of a new degree or major program. The proposal should be consistent with the University mission and follow the format provided on the forms attached to this policy.

5. Routing of Proposal

All undergraduate proposals will be submitted by deans of respective schools or colleges or directors of institutes directly to the Office of the Senior Vice President for Academic Affairs and Provost. Graduate Program proposals must first be reviewed by the Dean of the Graduate School who will then forward them to the Office of the Senior Vice President for Academic Affairs and Provost. Proposals for all new programs or changes in existing programs will be reviewed by the University Curriculum Committee and subsequently forwarded with a recommendation to the University Council for consideration. University Council recommendations on proposals are forwarded to the Office of the Senior Vice President for Academic Affairs and Provost who will transmit the same to the President of the University for consideration. The President will transmit proposals to the Board of Regents with his recommendation.

6. System Review

a. The Office of the Senior Vice Chancellor for Academics and Fiscal Affairs will, as deemed appropriate, seek the advice of outside consultants in evaluating a program proposal.

b. As part of the review process for formal proposals, the Office of the Senior Vice Chancellor for Academics and Fiscal Affairs will disseminate to all University System of Georgia institutions, on a regular basis, a list of program proposals under consideration, and will invite interested parties to request a copy of the proposal for review and comment. Information received through this process will be considered in evaluating the proposals.

c. Once approved, all programs will undergo a system review during the seventh year of operation. This review is designed to evaluate how well the program is meeting the expectations that were laid out in the formal proposal.

Prospectus for New Degree, Major, or Distance Learning Programs

Institution Information

Institution:

Institutional Contact (President or Vice President for Academic Affairs):

Date:

Program Information

Name of Proposed Program/Inscription:

Degree:

Major (applicable if this is not a stand-alone degree):

Indication of whether the program will be offered 50% or more online (Yes or No):

Justification of Need:

1. Provide a justification of how the program is a primary need for the university system, the state, and the institution's service region.

2. Explain how the proposed program is tied to the state's economic development and any relevant major statewide initiatives (e.g., Complete College Georgia) and provide an analysis of demand for the program.

3. Include evidence that the program does not unnecessarily duplicate existing USG programs.

Formal Proposal for New Degree, Major, or Distance Learning Programs

Institution:

Institutional Contact (President or Vice President for Academic Affairs):

Date:

School/Division:

Department:

Departmental Contact:

Name of Proposed Program/Inscription:

Degree:

Major:

CIP Code:

Anticipated Implementation Date:

1. Similar Programs in the USG, Justification of Need, and Demand
   Include a list of existing similar distance education programs offered within the University System of Georgia. Please provide any additional information (beyond the prospectus) regarding need for the program. Also provide data indicating the market and student demand for the program.

2. Program Description and Objectives:

   a. Institutional Priority: Describe how the proposed program is aligned with the institution's academic strategic plan. Indicate where this program falls in terms of the institution's top priorities for new degrees.

   b. Brief explanation of the program and how it is to be delivered

   c. Objectives of the Program

3. Description of the program's fit with the institutional mission, existing degrees and majors, and nationally accepted trends in the discipline.

4. Curriculum: List the entire course of study required and recommended to complete the degree program. Provide a sample program of study that would be followed by a representative student. Include Area F requirements (if applicable).

   a. Clearly differentiate which courses are existing and those that are newly developed courses. Include course titles as well as acronyms and credit hour requirements associated with each course.

   b. Append course descriptions for all courses (existing and new courses).

   c. When describing required or elective courses, list all course prerequisites.

   d. Provide documentation that all courses in the proposed curriculum have met all institutional requirements for approval.

   e. Append materials available from national accrediting agencies or professional organizations as they relate to curriculum standards for the proposed program.

   f. Indicate ways in which the proposed program is consistent with national standards.

   g. If internships or field experiences are required as part of the program, provide information documenting internship availability as well as how students will be assigned and supervised.

h. Indicate the adequacy of core offerings to support the new program.

5. Admissions criteria. Please include required minima scores on appropriate standardized tests and grade point average requirements.

6. Availability of assistantships (if applicable).

7. Provide the student learning outcomes and other associated outcomes of the proposed program.

8. Student Employment Opportunities
   a. Describe the specific industries and companies in Georgia that need graduates with this degree.
   b. Describe and list the average number and type of positions available in Georgia and nationally to students who complete this degree.

9. Indicate when the program will be reviewed in the institution's comprehensive program review process.

10. Administration of the program:
    a. Indicate where the program will be housed within the academic units of the institution.
    b. Describe the administration of the program inclusive of coordination and responsibility.

11. Waiver to Degree-Credit Hour (if applicable): If the program exceeds the maximum credit hour requirement at a specific degree level, then provide an explanation supporting the increase in hours (Note: The maximum for bachelor's degrees is 120-semester credit hours and the maximum for master's degrees is 36-semester credit hours).

12. Accreditation (if applicable): Describe the program's alignment with disciplinary accreditation requirements and provide a time line for pursuing accreditation. Indicate the source of institutional funding that will be used, if needed, for the accreditation process.

13. Provide projected enrollment for the program during the first three years of implementation.
    a. Explain the specific methodology used to determine these projections and verify their accuracy, especially if new student enrollment will be needed to sustain funding for the program. Please indicate whether enrollments will be cohort-based.

b. If new enrollment is needed to sustain funding for the program, please explain how funding will be provided if enrollment fails to meet projections.

	First Year FY	Second Year FY	Third Year FY	Fourth Year FY
I. ENROLLMENT PROJECTIONS				
Student Majors				
Shifted from other programs				
New to the institution				
Total Majors				
Course Sections Satisfying Program Requirements				
Previously existing				
New				
Total Program Course Sections				
Credit Hours Generated by Those Courses				
Existing enrollments				
New enrollments				
Total Credit Hours				
DEGREES AWARDED				

14. Faculty
   a. Provide an inventory of faculty directly involved with the administration of the program. On the list below indicate which persons are existing faculty and which are new hires. For each faculty member, provide the following information:

Faculty Name	Rank	Highest Degree	Degrees Earned	Academic Discipline	Current Workload
Note 1:					
Note 2:					

Total Number of Faculty: _____

   b. If it will be necessary to add faculty to support the program, give the desired qualifications of the persons to be added, and a timetable for adding new faculty.

   c. If existing faculty will be used to deliver the new program, include a detailed faculty load analysis that explains how additional courses in the new program will be covered and what impact the new courses will have on faculty current workloads.

15. Fiscal, Facilities, Enrollment Impact, and Estimated Budget
    a. Provide a description of institutional resources that will be required for the program (e.g., personnel, library, equipment, laboratories, supplies, and capital expenditures at program start-up).
    b. If funding is needed to launch and support the program, provide a specific reallocation plan for how existing resources will be used. Describe what funds will be redirected to the new program and what impact the redirection will have on units that lose funding.

	First Year FY	Second Year FY	Third Year FY	Fourth Year FY
I. ENROLLMENT PROJECTIONS				
Total Majors				
Total Program Course Sections				
Total Credit Hours				
DEGREES AWARDED				
II. EXPENDITURES	EFT Dollars	EFT Dollars	EFT Dollars	EFT Dollars
Personnel – reassigned or existing positions				
Faculty				
Part-time Faculty				
Graduate Assistants				
Administrators				
Support Staff				
Fringe Benefits				
Other Personnel Costs				
Total Existing Personnel Costs				

EXPENDITURES (Continued)				
Personnel – new positions				
Faculty				
Part-time Faculty				
Graduate Assistants				
Administrators				

Support Staff				
Fringe Benefits				
Other personnel costs				
Total New Personnel Costs				
Start-up Costs (one-time expenses)				
Library/learning resources				
Equipment				
Other				
Physical Facilities: construction or major renovation				
Total One-time Costs				
Operating Costs (recurring costs – base budget)				
Supplies/Expenses				
Travel				
Equipment				
Library/learning resources				
Other				
Total Recurring Costs				
GRAND TOTAL COSTS				

III. REVENUE SOURCES				
Source of Funds				
Reallocation of existing funds				
New student workload				
New Tuition				
Federal funds				
Other grants				
Student fees				
Other				
New state allocation requested for budget hearing				
Nature of Funds				
Base budget				
One-time funds				
GRAND TOTAL REVENUES				

Facilities Information for New Academic Programs
(If the program is to be offered via distance education, the following facilities information is not required)

Proposed Location for the Program: _____

Floor area required for the program (gross and net square feet): _____

Type of spaces required:
- Number of classrooms   _____
- Number of labs   _____
- Number of offices   _____
- Other spaces   _____

Place an "X" beside the appropriate selection:

_____   Existing facility will be used as is (area square footage):

_____   Existing facility will require modification (area square footage):

     Projected renovation cost:
     Estimated relocation cost:
     Total funding required:
     Source of Funding:

_____   Construction of new facilities will be required in first five years (area square footage):

     Estimated construction cost:
     Estimated total project cost:
     Proposed source of funding:

_____   Construction of new facilities within 10 years is anticipated if enrollment projections are met or exceeded

List any infrastructure impacts that the program will have (i.e., parking, power, HVAC, etc.) and indicated estimated cost and source of funding.

Other comments:

First of two new forms for new degrees and majors which complies with Board of Regents' policy.

Form 4

FORMAL PROPOSAL FOR A NEW DEGREE PROGRAM
(Traditional/Face-to-Face Delivery)

Institution:

Approval by President or Vice President for Academic Affairs:

_____

Date:

School/Division:

Department:

Departmental Contact:

Name of Proposed Program/Inscription:

Degree:

Major:

CIP Code:

Anticipated Implementation Date:

Approval by Chief Business Officer (or designee):

_____
     Contact Information:

Approval by Chief Facilities Officer or designee (if different from CBO):

_____
     Contact Information:

Form Revised 1/2/2013

1. Description of the program's fit with the institutional mission, existing degrees and majors.

2. Program Description and Goals:

    a. Institutional Priority: Describe how the proposed program is aligned with the institution's academic strategic plan. Indicate where this program falls in terms of the institution's top priorities for new degrees.

    b. Brief description of the program and how it is to be delivered

    c. Goals/objectives of the Program

    d. Location of the program – main campus or other approved site

3. Curriculum: List the entire course of study required and recommended to complete the degree program. Provide a sample program of study that would be followed by a representative student. Include Area F requirements (if applicable).

    a. Clearly differentiate which courses are existing and those that are newly developed courses. Include course titles as well as acronyms and credit hour requirements associated with each course.

    b. Append course descriptions for all courses (existing and new courses).

    c. When describing required and elective courses, list all course prerequisites.

    d. Provide documentation that the program and all courses in the proposed curriculum have been approved by all relevant campus curriculum governance bodies.

    e. Append materials available from national accrediting agencies or professional organizations as they relate to curriculum standards for the proposed program.

    f. Indicate ways in which the proposed program is consistent with nationally accepted trends and standards in the discipline.

    g. If internships or field experiences are required as part of the program, provide information documenting internship availability as well as how students will be assigned, supervised, and evaluated.

    h. Indicate the adequacy of core offerings to support the new program.

    i. Indicate the method of instructional delivery.

4. Admissions criteria. Please include required minima scores on appropriate standardized tests and grade point average requirements.
5. Availability of assistantships (if applicable).

6. Evaluation and Assessment:
   a. Provide the student learning outcomes and other associated outcomes of the proposed program.
   b. Describe how the institution will monitor and ensure the quality of the degree program.

7. Administration of the program:
   a. Indicate where the program will be housed within the academic units of the institution.
   b. Describe the administration of the program inclusive of coordination and responsibility.

8. Waiver to Degree-Credit Hour (if applicable): If the program exceeds the maximum credit hour requirement at a specific degree level, then provide an explanation supporting the increase of hours (NOTE: The maximum for bachelor's degrees is 120-semester credit hours and the maximum for master's degrees is 36-semester credit hours).

9. Accreditation (if applicable): Describe the program's alignment with disciplinary accreditation requirements and provide a time line for pursuing accreditation. Indicate the source of institutional funding that will be used, if needed, for the accreditation process.

10. External Reviews (This item only applies to doctoral level programs): Provide a list of five to eight reviewers, external to the System, from aspirational or comparable programs/institutions. This list should contain contact information for each reviewer, and include an explanation of why the reviewer was suggested. The list should not include individuals for whom the department or institution has consulted during the process of program proposal development.

11. Enrollment Projections and Monitoring:
    a. Provide projected enrollment for the program during the first three years of implementation. (NOTE: These projections will be used to monitor enrollment following program implementation.)
    b. Explain the specific methodology used to determine these projections and verify their accuracy, especially if new student enrollment will be needed to sustain funding for the program. Indicate whether enrollments will be cohort-based.

	First FY	Second FY	Third FY	Fourth FY
I. ENROLLMENT PROJECTIONS				
Student Majors				
Shifted from other programs				

Form Revised 1/2/2013

New to the institution				
Total Majors				
Course Sections Satisfying Program Requirements				
Previously existing				
New				
Total Program Course Sections				
Credit Hours Generated by Those Courses				
Existing enrollments				
New enrollments				
Total Credit Hours				

12. Provide the year when the program is expected to be reviewed in the institution's comprehensive program review process.

13. Describe anticipated actions to be taken if enrollment does not meet projections.

14. Faculty Qualifications & Capacity:
    a. Provide an inventory of faculty directly involved with the program. On the list below indicate which persons are existing faculty and which are new hires. For each faculty member, provide the following information:

Faculty Name	Rank	Highest Degree	Degrees Earned	Academic Discipline	Area of Specialization	Current Workload

Form Revised 1/2/2013

Note 1:	
Note 2:	

Total Number of Faculty: _____

b. If it will be necessary to add faculty to support the program, give the desired qualifications of the persons to be added, and a timetable for adding new faculty.

c. If existing faculty will be used to deliver the new program, include a detailed faculty load analysis that explains how additional courses in the new program will be covered and what impact the new courses will have on faculty current workloads. (For example, if program faculty are currently teaching full loads, explain how the new course offerings will be accommodated.)

15. Budget – Complete the form below and **provide a narrative to address the following**:

a. For Expenditures:
   i. Provide a description of institutional resources that will be required for the program (e.g., personnel, library, equipment, laboratories, supplies, and capital expenditures at program start-up and recurring).
   ii. If the program involves reassigning existing faculty and/or staff, include the specific costs/expenses associated with reassigning faculty and staff to support the program (e.g. cost of part-time faculty to cover courses currently being taught by faculty being reassigned to the new program or portion of full-time faculty workload and salary allocated to the program).

b. For Revenue:
   i. If using existing funds, provide a specific and detailed plan indicating the following:
      1. Source of existing funds being reallocated.
      2. How the existing resources will be reallocated to specific costs for the new program.
      3. The impact the redirection will have on units that lose funding.
   ii. Explain how the new tuition amounts are calculated.
   iii. Explain the nature of any student fees listed (mandatory fees, program fees, etc.).
   iv. If revenues from Other Grants are included, please identify each grant and indicate if it has been awarded.
   v. If Other Revenue is included, identify the source(s) of this revenue and the amount of each source.

c. When Grand Total Revenue is not equal to Grand Total Costs:
   i. Explain how the institution will make up the shortfall.

    ii.   If the projected enrollment is not realized, provide an explanation for how the institution will cover the shortfall.

Form 4

I. EXPENDITURES	First FY Dollars	Second FY Dollars	Third FY Dollars	Fourth FY Dollars
Personnel – reassigned or existing positions				
Faculty **(see 15.a.ii)**				
Part-time Faculty **(see 15 a.ii)**				
Graduate Assistants **(see 15 a.ii)**				
Administrators**(see 15 a.ii)**				
Support Staff **(see 15 a.ii)**				
Fringe Benefits				
Other Personnel Costs				
Total Existing Personnel Costs				

EXPENDITURES (Continued)				
Personnel – new positions (see 15 a.i)				
Faculty				
Part-time Faculty				
Graduate Assistants				
Administrators				
Support Staff				
Fringe Benefits				
Other personnel costs				
Total New Personnel Costs				
Start-up Costs (one-time expenses) (see 15 a.i)				
Library/learning resources				
Equipment				
Other				
Physical Facilities: construction or renovation (see section on Facilities)				
Total One-time Costs				
Operating Costs (recurring costs – base budget) (see 15 a.i)				
Supplies/Expenses				
Travel				
Equipment				
Library/learning resources				
Other				
Total Recurring Costs				

Form Revised 1/2/2013

GRAND TOTAL COSTS				
III. REVENUE SOURCES				
Source of Funds				
Reallocation of existing funds (**see 15 b.i**)				
New student workload				
New Tuition (**see 15 b.ii**)				
Federal funds				
Other grants (**see 15 b.iv**)				
Student fees (**see 15 b.iii**)				
Other (**see 15 b.v**)				
New state allocation requested for budget hearing				
Nature of Funds				
Base budget				
One-time funds				
GRAND TOTAL REVENUES (**see 15 c.i & c.ii**)				

8

16. Facilities—Complete the table below.

			Total GSF
a.	Indicate the floor area required for the program in gross square feet (gsf). When addressing space needs, please take into account the projected enrollment growth in the program over the next 10 years.		
b.	Indicate if the new program will require new space or use existing space. (Place an "x" beside the appropriate selection.)		
	Type of Space		**Comments**
i.	Construction of new space is required		
ii.	Existing space will require modification		
iii.	If new construction or renovation of existing space is anticipated, provide the justification for the need.		
iv.	Are there any accreditation standards or guidelines that will impact facilities/space needs in the future? If so, please describe what the impact will be.		
v.	Will this program cause any impacts on the campus infrastructure, such as parking, power, HVAC, etc. If so, indicate the nature of the impact, estimated cost and source of funding.		
vi.	Existing space will be used as is		
c.	**If new space is anticipated, provide information in space below.**		
i.	Estimated construction cost		
ii.	Estimated total project budget cost		
iii.	Proposed source of funding		
iv.	Availability of funds		
v.	When will the construction be completed and ready for occupancy? (Indicate semester and year).		
vi.	How will the construction be funded for the new space/facility?		
vii.	Indicate the status of the Project Concept Proposal submitted for consideration of project		

Form Revised 1/2/2013

authorization to the Office of Facilities at the BOR. Has the project been authorized by the BOR or appropriate approving authority?	

d.	**If existing space will be used, provide information in space below.**
	Provide the building name(s) and floor(s) that will house or support the program. Indicate the campus, if part of a multi-campus institution and not on the main campus. Please do not simply list all possible space that could be used for the program. We are interested in the actual space that will be used for the program and its availability for use.

e.	**List the specific type(s) and number of spaces that will be utilized (e.g. classrooms, labs, offices, etc.)**

i.	No. of Spaces	Type of Space	Number of Seats	Assignable Square Feet (ASF)
		Classrooms		
		Labs (dry)		
		Labs (wet)		
		Meeting/Seminar Rooms		
		Offices		
		Other (specify)		
	Total Assignable Square Feet (ASF)			

ii.	If the program will be housed at a temporary location, please provide the information above for both the temporary space and the permanent space. Include a time frame for having the program in its permanent location.

Chief Business Officer or Chief Facilities Officer Name & Title	**Phone No.**	**Email Address**
	Signature	

Note: A Program Manager from the Office of Facilities at the System Office may contact you with further questions separate from the review of the new academic program.

Form Revised 1/2/2013

Form 3A

FORMAL PROPOSAL FOR A NEW DEGREE PROGRAM
and
DISTANCE LEARNING DELIVERY
(Program is New and Institution Currently Offers Distance Learning Programs)

Institution:

Approval by President or Vice President for Academic Affairs:

_____

Date:

School/Division:

Department:

Departmental Contact:

Name of Proposed Program/Inscription:

Degree:

Major:

CIP Code:

Anticipated Implementation Date:

Indicate whether the program will be nominated for inclusion with the SREB Electronic Campus (Yes or No):

Note: The institution will submit all approved online programs for inclusion in the Georgia On My Line (GoML) directory.

Approval by Chief Business Officer (or designee):

_____

     Contact Information:

Approval by Chief Information Officer or designee:

_____

     Contact Information:

1. Description of the program's fit with the institutional mission, existing degrees and majors.

2. Program Description and Goals:

    a. Institutional Priority: Describe how the proposed program is aligned with the institution's academic strategic plan. Indicate where this program falls in terms of the institution's top priorities for new degrees.

    b. Brief description of the program and how it is to be delivered

    c. Goals/objectives of the Program

    d. Location of the program – main campus or other approved site

3. Curriculum: List the entire course of study required and recommended to complete the degree program. Provide a sample program of study that would be followed by a representative student. Include Area F requirements (if applicable).

    a. Clearly differentiate which courses are existing and those that are newly developed courses. Include course titles as well as acronyms and credit hour requirements associated with each course.

    b. Append course descriptions for all courses (existing and new courses).

    c. When describing required and elective courses, list all course prerequisites.

    d. Provide documentation that the program and all courses in the proposed curriculum have been approved by all relevant campus curriculum governance bodies.

    e. Append materials available from national accrediting agencies or professional organizations as they relate to curriculum standards for the proposed program.

    f. Indicate ways in which the proposed program is consistent with nationally accepted trends and standards in the discipline.

    g. If internships or field experiences are required as part of the program, provide information documenting internship availability as well as how students will be assigned, supervised, and evaluated.

    h. Indicate the adequacy of core offerings to support the new program.

    i. Indicate the method of instructional delivery.

4. Admissions criteria. Please include required minima scores on appropriate standardized tests and grade point average requirements.
5. Availability of assistantships (if applicable).

6. Evaluation and Assessment:
    a. Provide the student learning outcomes and other associated outcomes of the proposed program.
    b. Describe how the institution will monitor and ensure the quality of the degree program.

7. Administration of the program:
    a. Indicate where the program will be housed within the academic units of the institution.
    b. Describe the administration of the program inclusive of coordination and responsibility.

8. Waiver to Degree-Credit Hour (if applicable): If the program exceeds the maximum credit hour requirement at a specific degree level, then provide an explanation supporting the increase of hours (NOTE: The maximum for bachelor's degrees is 120-semester credit hours and the maximum for master's degrees is 36-semester credit hours).

9. Accreditation (if applicable): Describe the program's alignment with disciplinary accreditation requirements and provide a time line for pursuing accreditation. Indicate the source of institutional funding that will be used, if needed, for the accreditation process.

10. External Reviews (This item only applies to doctoral level programs): Provide a list of five to eight reviewers, external to the System, from aspirational or comparable programs/institutions. This list should contain contact information for each reviewer, and include an explanation of why the reviewer was suggested. The list should not include individuals for whom the department or institution has consulted during the process of program proposal development.

11. Enrollment Projections and Monitoring;
    a. Provide projected enrollment for the program during the first three years of implementation. (NOTE: These projections will be used to monitor enrollment following program implementation.)
    b. Explain the specific methodology used to determine these projections and verify their accuracy, especially if new student enrollment will be needed to sustain funding for the program. Indicate whether enrollments will be cohort-based.

	First FY	Second FY	Third FY	Fourth FY
I. ENROLLMENT PROJECTIONS				

Form Revised 1/2/2013

Student Majors				
Shifted from other programs				
New to the institution				
Total Majors				
Course Sections Satisfying Program Requirements				
Previously existing				
New				
Total Program Course Sections				
Credit Hours Generated by Those Courses				
Existing enrollments				
New enrollments				
Total Credit Hours				

12. Provide the year when the program is expected to be reviewed in the institution's comprehensive program review process.

13. Describe anticipated actions to be taken if enrollment does not meet projections.

14. Faculty Qualifications & Capacity:
    a. Provide an inventory of faculty directly involved with the program. On the list below indicate which persons are existing faculty and which are new hires. For each faculty member, provide the following information:

Faculty Name	Rank	Highest Degree	Degrees Earned	Academic Discipline	Area of Specialization	Current Workload

Note 1:						
Note 2:						

Total Number of Faculty: _____

b. If it will be necessary to add faculty to support the program, give the desired qualifications of the persons to be added, and a timetable for adding new faculty.

c. If existing faculty will be used to deliver the new program, include a detailed faculty load analysis that explains how additional courses in the new program will be covered and what impact the new courses will have on faculty current workloads. (For example, if program faculty are currently teaching full loads, explain how the new course offerings will be accommodated.)

15. Budget – Complete the form below and **provide a narrative to address the following**:

a. For Expenditures:
   i. Provide a description of institutional resources that will be required for the program (e.g., personnel, library, equipment, laboratories, supplies, and capital expenditures at program start-up and recurring).
   ii. If the program involves reassigning existing faculty and/or staff, include the specific costs/expenses associated with reassigning faculty and staff to support the program (e.g. cost of part-time faculty to cover courses currently being taught by faculty being reassigned to the new program or portion of full-time faculty workload and salary allocated to the program).

b. For Revenue:
   i. If using existing funds, provide a specific and detailed plan indicating the following:
      1. Source of existing funds being reallocated
      2. How the existing resources will be reallocated to specific costs for the new program
      3. The impact the redirection will have on units that lose funding.
   ii. Explain how the new tuition amounts are calculated.
   iii. Explain the nature of any student fees listed (mandatory fees, program fees, etc.).
   iv. If revenues from Other Grants are included, please identify each grant and indicate if it has been awarded.
   v. If Other Revenue is included, identify the source(s) of this revenue and the amount of each source.

    c. When Grand Total Revenue is not equal to Grand Total Costs:
  i. Explain how the institution will make up the shortfall.
  ii. If the projected enrollment is not realized, provide an explanation for how the institution will cover the shortfall.

Second of two new forms for new degrees and majors which complies with Board of Regents' policy.

I. EXPENDITURES	First FY Dollars	Second FY Dollars	Third FY Dollars	Fourth FY Dollars
Personnel – reassigned or existing positions				
Faculty **(see 15.a.ii)**				
Part-time Faculty **(see 15 a.ii)**				
Graduate Assistants **(see 15 a.ii)**				
Administrators**(see 15 a.ii)**				
Support Staff **(see 15 a.ii)**				
Fringe Benefits				
Other Personnel Costs				
Total Existing Personnel Costs				

EXPENDITURES (Continued)				
Personnel – new positions (see 15 a.i)				
Faculty				
Part-time Faculty				
Graduate Assistants				
Administrators				
Support Staff				
Fringe Benefits				
Other personnel costs				
Total New Personnel Costs				
Start-up Costs (one-time expenses) (see 15 a.i)				
Library/learning resources				
Equipment				
Other				
Physical Facilities: construction or renovation (see section on Facilities)				
Total One-time Costs				
Operating Costs (recurring costs – base budget) (see 15 a.i)				
Supplies/Expenses				
Travel				
Equipment				
Library/learning resources				
Other				
Total Recurring Costs				

Form Revised 1/2/2013

Form 3A

GRAND TOTAL COSTS				
III. REVENUE SOURCES				
Source of Funds				
Reallocation of existing funds **(see 15 b.i)**				
New student workload				
New Tuition **(see 15 b.ii)**				
Federal funds				
Other grants **(see 15 b.iv)**				
Student fees **(see 15 b.iii)**				
Other **(see 15 b.v)**				
New state allocation requested for budget hearing				
Nature of Funds				
Base budget				
One-time funds				
GRAND TOTAL REVENUES **(see 15 c.i & c.ii)**				

16. Facilities—Complete the table below.

		Total GSF
a.	**Indicate the floor area required for the program in gross square feet (gsf). When addressing space needs, please take into account the projected enrollment growth in the program over the next 10 years.**	
b.	**Indicate if the new program will require new space or use existing space. (Place an "x" beside the appropriate selection.)**	
	Type of Space		**Comments**
i.	Construction of new space is required		
ii.	Existing space will require modification		
iii.	If new construction or renovation of existing space is anticipated, provide the justification for the need.	
iv.	Are there any accreditation standards or guidelines that will impact facilities/space needs in the future? If so, please describe what the impact will be.	
v.	Will this program cause any impacts on the campus infrastructure, such as parking, power, HVAC, etc. If so, indicate the nature of the impact, estimated cost and source of funding.	
vi.	Existing space will be used as is		
c.	**If new space is anticipated, provide information in space below.**	
i.	Estimated construction cost	
ii.	Estimated total project budget cost	
iii.	Proposed source of funding	
iv.	Availability of funds	
v.	When will the construction be completed and ready for occupancy? (Indicate semester and year).	
vi.	How will the construction be funded for the new space/facility?	
vii.	Indicate the status of the Project Concept Proposal submitted for consideration of project authorization to the Office of Facilities at the BOR. Has the project been authorized by the BOR or appropriate approving authority?	

Second of two new forms for new degrees and majors which complies with Board of Regents' policy.

Form 3A

d.	**If existing space will be used, provide information in space below.**
	Provide the building name(s) and floor(s) that will house or support the program. Indicate the campus, if part of a multi-campus institution and not on the main campus. Please do not simply list all possible space that could be used for the program. We are interested in the actual space that will be used for the program and its availability for use.

e.	**List the specific type(s) and number of spaces that will be utilized (e.g. classrooms, labs, offices, etc.)**

i.	No. of Spaces	Type of Space	Number of Seats	Assignable Square Feet (ASF)
		Classrooms		
		Labs (dry)		
		Labs (wet)		
		Meeting/Seminar Rooms		
		Offices		
		Other (specify)		
Total Assignable Square Feet (ASF)				

ii.	If the program will be housed at a temporary location, please provide the information above for both the temporary space and the permanent space. Include a time frame for having the program in its permanent location.

Chief Business Officer or Chief Facilities Officer Name & Title	**Phone No.**	**Email Address**
	Signature	

Note: A Program Manager from the Office of Facilities at the System Office may contact you with further questions separate from the review of the new academic program.

Form Revised 1/2/2013

17. Online Format and Institutional Delivery Questions

    a. Provide a rationale for the need to offer the program online.

    b. Curriculum and Instruction

        i. Demonstration that the selected delivery technology is compatible with the nature and objectives of the program and courses.

        ii. Identification of whether instruction will be offered synchronously or asynchronously; online only or blended.

        iii. For collaborative programs, demonstration that changes to the curriculum will be coordinated and communicated among institutional partners.

        iv. Delineation of how grade disputes and other academic matters will be adjudicated within the collaborative.

        v. Description of the involvement of various departments in the development and coordination of the program.

        vi. Description of how increased demand for online instruction will affect the institution's infrastructure inclusive of facilities.

    c. Faculty

        i. Description of the online teaching experience of faculty who will teach in the program.

        ii. Description of the online training of faculty who will teach in the program.