

New Academic Program or Major Academic Program Modification Proposal Form

COVER PAGE

Date:	
(Check one) <input type="checkbox"/> New Program <input type="checkbox"/> Major Program Modification	Department Name: College:

PROGRAM INFORMATION

Program Name/Title				
Program Concentration (if any)				
Program Types	<input type="checkbox"/> Major	<input type="checkbox"/> Certificate	<input type="checkbox"/> Collaborative <input type="checkbox"/> Joint <input type="checkbox"/> Single Institution	<input type="checkbox"/> Technical <input type="checkbox"/> Occupational <input type="checkbox"/> Vocational
Degree Level	<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate <input type="checkbox"/> Advanced Practice Doctorate			
	CIP Code: _____ (see http://nces.ed.gov/ipeds/cipcode/Default.aspx?v=55)			
	Proposed Implementation Date:			

For proposed New Academic Programs or Major Program Modifications, Departmental Committees should contact the Office of the Vice Provost for pre-review before moving proposals forward to College Curriculum Committees and other committees and councils.

APPROVALS

	Yes	No	Date		Comments
Departmental Committee					
College Curriculum Committee					
Council of Deans					
General Education Committee*					
Teacher Education Committee*					
Graduate Council*					
Council on Academic Affairs					
Faculty Senate					
Board of Regents					
Council on Postsecondary Education					
SACS (via Provost Office)					

A new academic program is a program not previously offered at an institution or one that was previously offered but has been suspended for five or more years or has been closed.

Major academic program modifications refer to significant changes in the program's purpose and curriculum such that a different CIP code more accurately describes the revised program. Separation of an academic program into two programs and the combination of two existing programs into one program constitute major academic program modifications.

Program Proposal

PART I

A. Centrality to the Institution's Mission and Consistency with State's Goals

1. Provide a brief description of the program. Describe any **tracks** (if undergraduate), **concentration** (if master's), or **specializations** (if doctorate).
2. List the objectives of the proposed program. These objectives should deal with the specific institutional and societal needs that this program will address.
3. Explain how the objectives support the institutional mission and strategic priorities, the statewide postsecondary education strategic agenda, and the statewide strategic implementation plan.
4. Is an approval letter from Education Professional Standards Board (EPSB) required? **Yes or No**
If yes, attach the approval letter from ETSB.

B. Program Quality and Student Success

1. What are the intended student learning outcomes of the proposed program?
2. Identify both the direct and indirect methods by which the intended student learning outcomes will be assessed.
3. How will the program support or be supported by other programs within the institution?
4. Will this program replace or enhance any existing program(s) or tracks, concentrations, or specializations within an existing program? **Yes or No**
If yes, please explain.
5. Will this be a distance learning program?
If so, please indicate the anticipated percentage of the program for each of the following (can total more than 100%).
 Online
 Hybrid
 ITV
 Offered at a site other than Richmond
6. Will this program utilize alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)?
If yes, please check all that apply.
 Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audio-conferencing, mail, telephone, fax, e-mail, interactive television, or World Wide Web?
 Technology-enhanced instruction
 Evening/weekend/early morning classes
 Accelerated courses
 Instruction at nontraditional locations, such as employer worksite
 Courses with multiple entry, exit, and reentry points
 Courses with "rolling" entrance and completion times, based on self-pacing
 Modularized courses
7. Are new or additional faculty needed?
Please provide a plan to ensure that appropriate faculty resources are available, either within the institution or externally, to support the program.
Note whether they will be part-time or full-time.

C. Program Demand/Unnecessary Duplication

1. Provide justification and evidence to support the need and demand for this proposed program. Include any data on

student demand; career opportunities at the local, state, and national levels; and any changes or trends in the discipline(s) that necessitate a new program.

2. Specify any distinctive qualities of the program.
3. Are there existing programs in the state?
 - a. Does the proposed the proposed program differ from existing programs?
If yes, please explain.
 - b. Does the proposed program serve a different student population (i.e. students in a different geographic area) from existing programs?
If yes, please explain.
 - c. Is access to existing programs limited?
If yes, please explain.
 - d. Is the excess demand for existing similar programs?
If yes, please explain.
 - e. Will there be collaboration between the proposed program and existing programs?
Please explain the collaborative arrangement with existing programs.
Please explain why there is no proposed collaboration with existing programs.

D. Advance Practice Doctorates

1. Does the curriculum include a clinical or experiential component?
 - a. List and discuss the nature and appropriateness of available clinical sites.
 - b. Are there official agreements with clinical sites?
 - i. Supply letters of commitment from each clinical site that specifies the number of students to be accommodated and identifies other academic programs that also use the facilities.
2. Describe how the doctorate builds upon the reputation and resources of the existing master’s degree program in the field.
3. Explain the new practice or licensure requirements in the profession and/or requirements by specialized accrediting agencies that necessitate a new doctoral program.
4. Explain the impact of the proposed program on undergraduate education at the institution. Within the explanation, note specifically if new undergraduate courses in the field will be needed.
5. Provide evidence that funding for the program will not impair funding of any existing program at any other public university.

E. Cost and Funding of the Proposed Program

1. Estimate the level of new and existing resources that will be required to implement and sustain the program using the spreadsheet below.

**A. Funding Sources,
by year of program**

	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Total Resources Available from Federal Sources					
New					
Existing					
Narrative Explanation/Justification					
Total Resources Available from Other Non-State Sources					
New					
Existing					
Narrative Explanation/Justification					
State Resources					

New Existing					
Narrative Explanation/Justification					
Internal Allocation Internal Reallocation					
Narrative Explanation/Justification: The source and process of allocation and reallocation should be detailed, including an analysis of the impact of the reduction on existing programs and/or organization units.					
Student Tuition New Existing					
Narrative Explanation/Justification: Describe the impact of this program on enrollment, tuition, and fees.					
TOTAL					

A. Breakdown of Budget

Expenses/Requirements	1st Year	2nd Year	3rd Year	4th Year	5th Year
Staff:					
<u>Executive, administrative, and managerial</u> New Existing					
<u>Other Professional</u> New Existing					
<u>Faculty</u> New Existing					
Graduate Assistants (if master's or doctorate) New Existing					
<u>Student Employees</u> New Existing					
Narrative Explanation/Justification					
Equipment and Instructional Materials New Existing					
Narrative Explanation/Justification					
Library New Existing					
Narrative Explanation/Justification					
Contractual Services New Existing					
Narrative Explanation/Justification					

Academic and/or Student Services New Existing					
Narrative Explanation/Justification					
Other Support Services New Existing					
Narrative Explanation/Justification					
Faculty Development New Existing					
Narrative Explanation/Justification					
Assessment New Existing					
Narrative Explanation/Justification					
Student Space and Equipment (if doctorate) New Existing					
Narrative Explanation/Justification					
Faculty Space and Equipment (if doctorate) New Existing					
Narrative Explanation/Justification					
Other New Existing					
Narrative Explanation/Justification					
TOTAL					

PART II

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using strikethrough for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program’s suspension.