**APPENDIX C**

## UNIVERSITY OF NORTH CAROLINA

## REQUEST FOR AUTHORIZATION TO ESTABLISH
## A NEW DEGREE PROGRAM

*INSTRUCTIONS: Each proposal should include a 2-3 page executive summary. The signature of the Chancellor is required. Please submit <u>one</u> hard copy and an electronic copy of the proposal to the Office of the Senior Vice President of Academic Affairs at UNC General Administration.*

Date: _____

**Constituent Institution**:
_____

CIP Discipline Specialty Title:
_____

CIP Discipline Specialty Number: _____ Level: B _____ M _____ Res. Doc. _____ Prof. Doc. _____

Exact Title of the Proposed Degree:
_____

Exact Degree Abbreviation (e.g., B.S., B.A., M.A., M.S., Ed.D., Ph.D.):
_____

Does the proposed program constitute a substantive change as defined by SACS?    Yes _____ No _____

> The current SACS Substantive Change Policy Statement may be viewed at:
> *http://www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pd*

If yes, please briefly explain.

Proposed date to enroll first students in degree program:         Month _____ Year _____

Are there plans to offer 50% or more of program credit hours
to students off-campus or online?                                Yes _____ No _____

If yes, complete the form to be used to request establishment of a distance education program and submit it along with this request.

*Note:*  If a degree program has not been approved by the Board of Governors, its approval for alternative, online, or distance delivery must wait until BOG program approval is received. (400.1.1[R], page 3)

Provide a summary of the status of this proposal in your campus review processes.

> a.        List the campus bodies that reviewed and commented on this Appendix C proposal before submission to UNC General Administration.  What were there determinations?  Include any votes, if applicable.

b.      Summarize any issues, concerns or opposition raised throughout the campus process and comment periods.  Describe revisions made to address areas of concern.

I.      Description of the Program

A.      Describe the proposed degree program (i.e., its nature, scope, and intended audience).

B.      List the educational objectives of the program.

C.      Describe the relationship of the program to other programs currently offered at the proposing institution, including the common use of:

1.      Courses

2.      Faculty

3.      Facilities, and

4.      Other resources

II.      Justification for the Program – Narrative Statement

A.      Describe the proposed program as it relates to:

1.      Institutional mission

2.      Strategic plan

3.      Student demand.  Provide any update to the documented evidence of student demand presented in Appendix A.

4.      Societal demand and employability of graduates.  Provide any update to the documented evidence of societal demand and employment opportunities presented in Appendix A.

B.      Provide any update to the discussion of similar degree programs and opportunities for collaboration presented in Appendix A.  Discuss here the feasibility of a joint or collaborative degree program with one or more UNC institutions.

C.      Enrollment (baccalaureate programs should include only upper division majors, that is, juniors and seniors).

Please indicate the anticipated first year and fourth year steady-state enrollment (head count) for the proposed program.

Year 1:      Full Time _____      Part-time _____      Total _____

Year 4:      Full-time _____      Part-time _____      Total _____

III.      Program Requirements and Curriculum

A.      Program Planning

1.      List the names of institutions with similar offerings regarded as high quality programs by the developers of the proposed program.

2.      List institutions visited or consulted in developing this proposal. Also discuss or append any consultants' reports or committee findings generated in planning the proposed program.

B.      Admission. List the following:

1.　　Admissions requirements for proposed program (indicate minimum requirements and general requirements).

2.　　Documents to be submitted for admission (listing or attach sample).

C.　　Degree requirements. List the following:

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

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

For graduate programs only, please also list the following:

3.　　Proportion of courses open only to graduate students to be required in program

4.　　Grades required

5.　　Amount of transfer credit accepted

6.　　Language and/or research requirements

7.　　Any time limits for completion

D.　　For all programs, list existing courses by title and number and indicate (*) those that are required. Include an explanation of numbering system. List (under a heading marked "new") and describe new courses proposed.

IV.　　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 SACS 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 SACS 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.

V.　　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.　　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.

VI.      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.

VII.      Administration

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.

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 SACS 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 SACS 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

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

1.      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.

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

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

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

c.      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?  Please elaborate and provide documentation of campus commitments where appropriate.

XII.    Evaluations Plans

All new degree program proposals must include an evaluation plan which includes:

A.      Criteria to be used to evaluate the quality and effectiveness of the program, including academic program student learning outcomes.

B.      Measures (metrics) to be used to evaluate the program (include enrollments, number of graduates, and student success).

C.      The plan and schedule to evaluate the proposed new degree program prior to the completion of its fourth year of operation.

XIII.   Reporting Requirements

Institutions will be expected to report on new program productivity as a part of the biennial low productivity program review process.

XIV.    Attachments

Attach the final approved Appendix A as the first attachment following this document.

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

**Chancellor**: _____**Date**:_____