**BACCALAUREATE AND MASTER’S DEGREES**

**NEW PROPOSAL FORM: ONE-STEP PROCESS**

*(Submit One Copy)*

**REVISED FORMAL PROPOSAL**

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 Starting Date:

Indication of Whether the Program is New and Online:

Indication of whether the program should be listed with the SREB Electronic Campus:

1. Program Description and Objectives:

 a. Objectives of the program

 b. Needs the program will meet

 c. Brief explanation of how the program is to be delivered

 d. Prioritization within the institution’s strategic plan

2. Description of the program’s fit with the institutional mission and nationally accepted trends in the discipline.

3. Description of how the program demonstrates demand and a justification of need in the discipline and geographic area and is not unnecessary program duplication.

4. Brief description of institutional resources that will be used specifically for the program (e.g., personnel, library, equipment, laboratories, supplies & expenses, capital expenditures at program start-up and when the program undergoes its first comprehensive program review.

5. 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.

 a. Clearly differentiate which courses are existing and which are newly developed

courses. Include the 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.

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

7. Availability of assistantships (if applicable).

8. Student learning outcomes and other associated outcomes of the proposed program.

9. 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.

10. 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).

11. Accreditation: Describe disciplinary accreditation requirements associated with the program (if applicable).

12. Projected enrollment for the program especially during the first three years of implementation. Please indicate whether enrollments will be cohort-based.

13. Faculty

a. Provide an inventory of faculty directly involved with the administration of the program. For each faculty member, provide the following information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Faculty Name | Rank | Highest Degree | Degrees Earned | Academic Discipline | Current Workload |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Explanation of how workload will be impacted by the new program: |
| Expected responsibilities in the program: |

Total Number of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_

b. If it will be necessary to add faculty in order to begin the program, give the desired qualifications of the persons to be added, with a timetable for adding new faculty and plan for funding new positions.

14. Fiscal, Facilities, Enrollment Impact, and Estimated Budget

 a. Provide a narrative that explains how current institutional resources will be expended

specifically for this program. Provide a narrative that explains how the institution will fiscally support the establishment of the new program through the redirection of existing resources and acquisition of new resources. Indicate whether the institution will submit a request for new funds as part of its budget request. The narrative also needs to explain the basis of the institution’s projections with regard to anticipated EFT, head count, student enrollment, estimated expenditures, and projected revenues.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | First YearFY  | Second YearFY | Third YearFY | Fourth YearFY |
| **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*** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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**

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 (area square footage):

 Estimated construction cost:

 Estimated total project cost:

 Proposed source of funding:

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:

*Note: A system office Facilities Project Manager(through the Office of Facilities) may contact you with further questions separate from the review of the new academic program.*