APPENDIX A

UNIVERSITY OF NORTH CAROLINA

REQUEST FOR AUTHORIZATION TO PLAN
A NEW DEGREE PROGRAM

THE PURPOSE OF ACADEMIC PROGRAM PLANNING: Planning a new academic degree program provides an opportunity for an institution to make the case for need and demand and for its ability to offer a quality program. The notification and planning activity to follow do not guarantee that authorization to establish will be granted.

Date: _____

Constituent Institution:
_____

CIP Discipline Specialty Title:
_____

CIP Discipline Specialty Number: _____ Level: B _____ M _____ 1st Prof _____ D _____

Exact Title of the Proposed Program:
_____

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.pdf*

If yes, please briefly explain.

Proposed date to establish degree: *Month* _____ *Year* _____

1. Describe the proposed new degree program. The description should include:

   a. a brief description of the program and a statement of educational objectives

   b. the relationship of the proposed new program to the institutional mission

   c. the relationship of the proposed new program to existing programs at the institution and to the institution's strategic plan

   d. special features or conditions that make the institution a desirable, unique, or cost effective place to initiate such a degree program

2. Provide documentation of student demand and evidence of the proposed program's responsiveness to the needs of the region, state, or nation.

3. List all other public and private institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program. Identify opportunities for collaboration with institutions offering related degrees and discuss what steps have or will be taken to actively pursue those opportunities where appropriate and advantageous.

4. Are there plans to offer all or a portion of this program to students off-campus or online? If so,

    a. Briefly describe these plans, including sites and method(s) of delivering instruction.

    b. Indicate any similar programs being offered off-campus or online in North Carolina by other institutions (public or private).

    c. Percentage of courses in the degree program that will be offered/available off-campus or online: _____

    d. Estimate the number of off-campus or online students that would be enrolled in the first and fourth years of the program:

    First Year Full-Time _____ Part-Time _____

    Fourth Year Full-Time _____ Part-Time _____

5. Estimate the total number of students that would be enrolled in the program during the <u>first</u> year of operation: *Full-Time _____ Part-Time _____*

    Estimate the total number of students that would be enrolled in the program during the <u>fourth</u> year of operation: *Full-Time _____ Part-Time _____*

6. Will the proposed program require development of any new courses: Yes _____ No_____
   If yes, briefly explain.

7. Will any of the resources listed below be required to deliver this program? (If yes, please briefly explain in the space below each item, and state the source of the new funding and resources required.)

    a. New Faculty: Yes_____ No _____

    b. Additional Library Resources: Yes _____ No _____

    c. Additional Facilities and Equipment: Yes _____ No _____

    d. Additional Other Program Support: Yes _____ No _____
       (for example, additional administrative staff, new Master's program
       graduate student assistantships, etc.)

8. For doctoral programs only:

    a. Describe the research and scholarly infrastructure in place (including faculty) to support the proposed program.

b. Describe the method of financing the proposed new program (including extramural research funding and other sources) and indicate the extent to which additional state funding may be required.

c. State the number, amount, and source of proposed graduate student stipends and related tuition benefits that will be required to initiate the program.

9. List the names, titles, e-mail addresses and telephone numbers of the person(s) responsible for planning the proposed program.

This request for authorization to plan a new program has been reviewed and approved by the appropriate campus committees and authorities.

Chancellor _____ **Date**_____

APPENDIX C

UNIVERSITY OF NORTH CAROLINA

REQUEST FOR AUTHORIZATION TO ESTABLISH A NEW DEGREE PROGRAM

<u>INSTRUCTIONS</u>: *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 General Administration.*

Date: _____

Constituent Institution:
_____

CIP Discipline Specialty Title:
_____

CIP Discipline Specialty Number: _____ Level: B _____ M _____ 1st Prof _____ D _____

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.pdf*

If yes, please briefly explain.

Proposed date to establish degree program: *Month* _____ *Year* _____

Are there plans to offer all or a portion of this program 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.

  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

D. Identify opportunities for collaboration with institutions offering related degrees and discuss what steps have or will be taken to actively pursue those opportunities where appropriate and advantageous.

II. **JUSTIFICATION FOR THE PROGRAM-NARRATIVE STATEMENT**

A. Describe the proposed program as it relates to:

1. Institutional mission
2. Strategic plan
3. Responsiveness to local, regional, or statewide needs
4. Student demand. Discuss the extent to which students will be drawn from a pool of students not previously served by the institution
5. Employment opportunities. Document needs for proposed degree recipients in the region, the state, or nationally

B. Discuss potential program duplication, program competitiveness, and opportunities for collaboration in the delivery of the program

1. Identify similar programs offered by public and private universities elsewhere in North Carolina. Indicate how the proposed new degree program differs from other programs like it within UNC. If the program duplicates other UNC programs, explain:

   a) Why the proposed program is necessary or justified, and
   b) How all or portions of the curriculum might be offered collaboratively with another UNC institution.

2. If the program is a graduate or first professional degree, compare it with other similar programs in public and private universities in North Carolina, in the region, and in the nation. Where appropriate, describe how all licensure or professional accreditation standards will be met, including required practica, internships, and supervised clinical experiences.

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

Headcount enrollment

Show a four-year history of enrollments and degrees awarded in similar programs offered at other UNC institutions (using the format below for each institution with a similar program); indicate which of these institutions you consulted regarding their experience with student demand and job placement. Indicate how their experiences influenced your enrollment projections.

Institution:

_____

Program Title:

_____

	(year)	(year)	(year)	(year)
Enrollment				
Degrees-awarded				

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.   Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe plans to request professional accreditation.

    B.   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?

    C.   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**

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**

Based upon your responses in previous sections, provide estimates of the <u>incremental</u> continuing and one-time costs required to implement the proposed program.

    A.   Estimates should be provided for the <u>first</u> and <u>fourth</u> years of the program in the following broad categories and be inclusive of applicable employee fringe benefit costs:

        1.   New Faculty and Instructional Support Staff (including Library)
        2.   New Non-Academic Administrative Support Positions
        3.   Recurring Operational Expenses (e.g., supplies, materials, telephone, travel, insurance, library or software subscriptions, equipment maintenance, etc.)

4. One-time expenses for facilities renovations or additions, equipment purchases, library materials, etc.

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.

C. If additional enrollment increase funding or other state appropriations elaborated above <u>are not forthcoming</u>, can the program still be implemented and sustained and, if so, how will that be accomplished? Please elaborate.

XII. EVALUATION PLANS

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

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

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

3. 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.

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

Chancellor: _____**Date:**_____

Process for Planning and Establishment of New Baccalaureate Degree Program:

Appendix A – Request for Authorization to Plan a New Degree Program

Appendix C – Request for Authorization to Establish a New Degree Program

Appendix A Review	Appendix A submitted to GA *GA acknowledges receipt* **within 48 hrs.**	*Within four weeks*	GA responds with approval to move forward with request	GA approves and invites submission of Appendix C	Campus submits Appendix C *within four months*
			or		
			GA responds with questions; campus replies **within four weeks**		

Appendix C Review	Appendix C submitted to GA *GA acknowledges receipt* **within 48 hrs.**	*Within four weeks*	GA responds that proposal is complete	Completed Appendix C is posted to Academic Planning Website for **four weeks** for system-wide review and comments	GA reviews comments received	*Within two weeks*	GA is prepared to make recommendation to EPPP Committee	GA makes recommendation to EPPP Committee
			or				*or*	
			GA requests information; campus replies **within four weeks**				Campus notified of any remaining issues; campus replies **within four weeks**	

BOG Action	Upon GA recommendation degree program brought to next EPPP Committee meeting	Upon EPPP Committee approval degree program brought to next BOG meeting	BOG acts on EPPP Committee recommendation

Process for Planning and Establishment of New Masters Degree Program:

Appendix A – Request for Authorization to Plan a New Degree Program
Appendix C – Request for Authorization to Establish a New Degree Program

Appendix A Review	Appendix A submitted to GA *GA acknowledges receipt **within 48 hrs**.*	***Within four weeks***	GA responds with approval to move forward with request *or* GA responds with questions; campus replies ***within four weeks***	GA approves and invites submission of Appendix C	Campus submits Appendix C ***within four months***

Appendix C Review	Appendix C submitted to GA *GA acknowledges receipt **within 48 hrs.***	***Within four weeks***	GA responds that proposal is complete *or* GA requests information; campus replies ***within four weeks***	Completed Appendix C is forwarded to the UNC Graduate Council for a ***four-week*** review period. Graduate Deans submit their campus comments to GA for information and consideration	GA reviews comments received	***Within two weeks***	GA is prepared to make recommendation to EPPP Committee *or* Campus notified of any remaining issues; campus replies ***within four weeks***	GA makes recommendation to EPPP Committee

BOG Action	Upon GA recommendation degree program brought to next EPPP Committee meeting	Upon EPPP Committee approval degree program brought to next BOG meeting	BOG acts on EPPP Committee recommendation

Process for Planning and Establishment of New Doctoral Degree Program:

Appendix A – Request for Authorization to Plan a New Degree Program
Appendix C – Request for Authorization to Establish a New Degree Program

Appendix A Review	Appendix A submitted to GA *GA acknowledges receipt within 48 hrs.*	*Within six weeks*	GA responds that proposal is complete *or* GA requests information; campus replies **within four weeks**	Completed Appendix A is forwarded to the UNC Graduate Council for review and discussion/vote at the **next quarterly** Graduate Council meeting	*Within two weeks*	If Council vote is positive and key decision-making criteria are met, GA will authorize permission to plan new doctoral program *or* If Council vote is positive and key decision-making criteria are not clearly met, GA will forward recommendation to EPPP Committee for consideration and vote *or* If Council vote is negative, campus may revise and re-submit Appendix A; Campus re-submits **within four weeks**	GA/EPPP approves and invites submission of Appendix C	Campus submits Appendix C **within four months**

Appendix C Review	Appendix C submitted to GA *GA acknowledges receipt within 48 hrs.*	*Within six weeks*	GA responds that proposal is complete *or* GA requests information; campus replies **within four weeks**	Completed Appendix C is forwarded by GA to selected external reviewers	*Within ten weeks*	External reviews sent to campus / campus notified whether reviews will be sent to Graduate Council Subcommittee	*Within two weeks* / *Within four weeks*	GA is prepared to make recommendation to EPPP Committee *or* If utilized, Graduate Council Subcommittee will respond to GA	GA makes recommendation to EPPP Committee

BOG Action	Upon GA recommendation degree program brought to next EPPP Committee meeting	Upon EPPP Committee approval degree program brought to next BOG meeting	BOG acts on EPPP Committee recommendation