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 _____ Res. Doc. _____ Prof. Doc. _____

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 enroll first students in degree program: *Month _____ Year _____*

1.   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 A proposal before submission to UNC General Administration. What were their 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.

2.   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; and

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

3.   Provide documentation of student demand. Discuss the extent to which students will be drawn from a pool of students not previously served by the institution. Evidence of student demand should reflect likely applicant pools (local, regional, statewide, national, or global) and could include:

      a.   Surveys of potential enrollees (such as students or alumni of feeder programs, community college enrollees, etc.).

      b.   Enrollment data from existing minor, concentration or certificate programs on your campus.

      c.   Enrollment data from similar programs in UNC, the state, or country.

4.   Provide evidence of societal demand and employability of graduates from as many of the following sources as feasible unless a good reason exists why such evidence cannot be obtained and similar evidence is presented from sources not listed here.

      a.   Labor market information (www.ncworks.gov) – Current and projected industry and occupational data by region and statewide from the NC Department of Commerce. Available data include (but are not limited to):

          (1)   Area, occupation, and industry profiles.

          (2)   NC occupational and employment projections.

          (3)   Job postings.

          (4)   Economic and demographic indicators.

      b.   National occupational and industry projections (http://www.bls.gov/data/) – National, regional and state outlook for occupations, also including wage data.

      c.   Wages and employment of graduates in North Carolina – Percentage of graduates of UNC programs employed in North Carolina and wages paid to graduates of UNC programs employed in North Carolina.

      d.   Wages and employment of graduates nationally when these data becomes available (see http://www.doleta.gov/performance/pfdocs/wris2_status_state_optin.pdf) – Wages paid to graduates of UNC programs employed nationally (North Carolina partnership in WRIS2 forthcoming).

      e.   Job-posting analyses.

      f.   Projections from professional associations or industry reports.

      g.   Data concerning employment and wages for graduates of a particular program area from the UNC alumni survey when this survey and data become available.

5.   List all other public and private institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program, including their mode of delivery.

   a.   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); describe what was learned in consultation with each program 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				

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

   c.   Present evidence that establishment of this program would not create unnecessary program duplication.

6.   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.   What is the estimated 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 _____

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

7.   Estimate the total number of students that would be enrolled in the program during the first 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* _____

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

9.   Will any of the resources listed below be required to deliver this program? (If yes, please briefly explain in the space below each item, state the estimated new dollars required at steady state after four years, 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.)

10.   Does the program require enrollment growth funding in order to be implemented and sustained? If so, can the campus implement and sustain the program should enrollment growth funding be unavailable? Letters of commitment should be provided.

11.   For graduate programs only:

        Does the program require a tuition differential or program specific fee in order to be implemented and sustained?

        a.   If yes, state the amount of tuition differential or fee being considered, and give a brief justification.

        b.   Can the campus implement and sustain the program if the tuition differential or program fee is not approved? Letters of commitment should be provided.

12.   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.

13.   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**:_____