

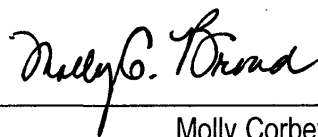
# ADMINISTRATIVE MEMORANDUM

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**SUBJECT** Revised Procedures for Developing  
Academic Degree Programs

**NUMBER** 406  
**DATE** November 7, 2000

The Board of Governors of the University of North Carolina has the responsibility to "determine the functions, educational activities, and academic programs of the constituent institutions" [G.S. 116-11(3)]. Therefore, in response to the changing environment for higher education, the board approved the following revised procedures for academic program development at its October 13, 2000 meeting. These new procedures, effective this date, supersede previous procedures, including those described in Administrative Memorandum 106 and all editions of the *Academic Program Development Procedures* manual published prior to 2000.



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Molly Corbett Broad

# POLICIES AND PROCEDURES FOR PLANNING AND ESTABLISHING NEW ACADEMIC PROGRAMS

## A. PROGRAM DEFINITIONS

### 1. Degree Programs

Academic degree programs in the 16 constituent institutions of the University of North Carolina are offered at the following levels:

*Bachelor's degrees*, usually requiring four years of study beyond high school;

*Master's degrees*, usually requiring one or two years of study beyond the bachelor's degree;

*First Professional degrees* in law, education, dentistry, medicine, pharmacy, and veterinary medicine (J.D., Ed.D., D.D.S., M.D., Pharm.D., and D.V.M.), for which the bachelor's degree and sometimes the master's degree are prerequisites and usually requiring three or four years of study beyond the bachelor's degree;

*Doctoral degrees* (Ph.D., D.M.A., and Dr.P.H.), for which the bachelor's degree and sometimes the master's degree are prerequisites and usually requiring three or four years of study beyond the bachelor's or master's degree.

### 2. Degree Program Classification

The University of North Carolina uses the Classification of Instructional Programs (CIP)<sup>1</sup> to classify its programs in the UNC Academic Program Inventory (API). The CIP classifies all university degree programs into 52 major **discipline divisions**. Currently UNC constituent institutions offer programs in 30 of these discipline divisions. These are:

- |  |  |
|--|--|
| 01. Agricultural Business and Production                         | 26. Biological Sciences/Life Sciences                    |
| 02. Agricultural Sciences  | 27. Mathematics  |
| 03. Conservation and Renewable Natural Resources                 | 30. Multi/Interdisciplinary Studies                      |
| 04. Architecture and Related Programs                            | 31. Parks, Recreation, Leisure and Fitness Studies       |
| 05. Area, Ethnic and Cultural Studies                            | 38. Philosophy and Religion                              |
| 09. Communications   | 39. Theological Studies<br>(Religious/Sacred Music only) |
| 11. Computer and Information Sciences                            | 40. Physical Sciences                                    |
| 13. Education  | 42. Psychology   |
| 14. Engineering  | 43. Protective Services                                  |
| 15. Engineering-Related Technologies                             | 44. Public Administration and Services                   |
| 16. Foreign Languages and Literatures                            | 45. Social Sciences and History                          |
| 19. Home Economics   | 50. Visual and Performing Arts                           |
| 22. Law and Legal Studies  | 51. Health Professions and Related Sciences              |
| 23. English Language and Literature/Letters                      | 52. Business Management and Administrative<br>Services   |
| 24. Liberal Arts and Sciences, General Studies and<br>Humanities |  |
| 25. Library Science  |  |

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<sup>1</sup>Robert L. Morgan, E. Stephen Hunt, and Judith M. Carpenter (1990). Classification of Instructional Programs. Washington: National Center for Education Statistics.

Discipline divisions are divided further into **discipline specialties**, which for the most part are represented by four-digit CIP codes. For example, the discipline division Engineering (14) consists of such discipline specialties as agricultural engineering (14.03), architectural engineering (14.04), chemical engineering (14.07), civil engineering (14.08), etc., while the discipline division Physical Sciences (40) includes such discipline specialties as astronomy (40.02), chemistry (40.05), geological sciences (40.06), and physics (40.08).

In a few cases, discipline specialties are indicated by six-digit CIP codes rather than at the four-digit level since the descriptions of areas are so dissimilar as to constitute different discipline specialties. These situations are found in the following codes and constitute an exception to the four-digit rule of thumb:

05. Area, Ethnic and Cultural Studies

05.01 Area Studies (05.0101 African Studies; 05.0102 American Studies; 05.0103 Asian Studies; etc.)

05.02 Ethnic and Cultural Studies (05.0201 Afro-American Studies; 05.0202 American Indian Studies; 05.0207 Women's Studies; etc.)

13. Education

13.12 General Teacher Education (13.1201 Adult and Continuing Teacher Education; 13.1202 Elementary Teacher Education; 13.1203 Junior High/ Intermediate/Middle School Teacher Education; 13.1204 Pre-Elementary/Early Childhood/Kindergarten Teacher Education; etc.)

13.13 Teacher Education, Specific Academic and Vocational Programs (13.1301 Agricultural Teacher Education; 13.1302 Art Teacher Education; etc.)

26. Biological Sciences/Life Sciences

26.06 Miscellaneous Biological Specializations (26.0601 Anatomy; 26.0603 Ecology; 26.0607 Marine/Aquatic Biology; 26.0609 Nutritional Sciences; etc.)

26.07 Zoology (26.0701 Zoology; 26.0702 Entomology; 26.0704 Pathology; 26.0705 Pharmacology; 26.0706 Physiology; etc.)

40. Physical Sciences

40.07 Miscellaneous Physical Sciences (40.0701 Metallurgy; 40.0702 Oceanography; 40.0703 Earth and Planetary Sciences; 40.0799 Miscellaneous Physical Sciences, Other)

51. Health Professions and Related Sciences

51.23 Rehabilitation/Therapeutic Services (51.2301 Art Therapy; 51.2302 Dance Therapy; 51.2303 Hypnotherapy; 51.2304 Movement Therapy; etc.)

### 3. Degree Programs

Discipline specialties (represented by the four-digit CIP codes) are the categories from which UNC **degree programs** are delineated (represented by the six-digit CIP codes). Each 6-digit CIP code distinguishes a single instructional program at the degree level specified by the institution. For example, the discipline division of Visual and Performing Arts is coded at the 50 level. The 4-digit sub-categories, the discipline specialties, include Dance (50.03), Dramatic/Theater Arts and Stagecraft (50.05), and Music (50.09). Within the 4-digit grouping of Dramatic/Theater Arts and Stagecraft (50.05), there are six instructional programs: Drama/Theater Arts, General (50.0501), Technical Theater/Theater Design and Stagecraft (50.0502), Acting and Directing (50.0503), Playwriting and Screenwriting (50.0504), Drama/Theater Literature, History and Criticism (50.0505), and Dramatic/Theater Arts and Stagecraft, Other (50.0599).

#### Definitions

Within the University's program inventory, the following definitions are provided for instructional program planning:

The thirty ***discipline divisions*** in the current UNC Academic Program Inventory (API) are the broad areas of study in which all University degree programs are classified. The discipline divisions are specified in the UNC API at the two-digit CIP code level.

The ***discipline specialties*** delineate further the discipline divisions and describe more specifically the areas of study from which the degree programs are categorized. Except in the cases cited previously, the discipline specialties are represented in the UNC API at the four-digit CIP code level.

A ***degree program*** is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a particular level of instruction. All degree programs are categorized individually in the University's academic program inventory at the six-digit CIP code level. As a general rule, in order to be considered for degree program status, a course of study should require at least 27 semester hours in the proposed program area at the undergraduate level; at least half the number of hours required for the degree at the master's level; and at least 21 hours in the proposed program area at the doctoral level. Anything less than this within an existing degree program should be designated a concentration, a decision that can be made at the campus level.

Although in general a discipline specialty is represented by a four-digit CIP, the level of disaggregation in some of the CIP codes (as exemplified above with Area Studies, Education, Biological Sciences, Physical Sciences, and Health Professions and Related Sciences) is such that chief academic officers are urged to consult with the appropriate staff person in the Division of Academic Affairs before submitting any request for a new degree program if there are any questions about its classification or categorization.

#### 4. **Certificate of Advanced Study Programs (C.A.S.)**

In addition to degree programs, some of the constituent institutions offer specific courses of study for professional licensure in education which are not associated with the conferral of a particular degree. These programs usually require one year of study beyond the master's degree and provide a higher level of licensure for public school teachers and administrators. The basic licensure requirements for public school teachers and administrators are defined by the State Board of Education.<sup>2</sup> It is the policy of the Board of Governors to use the designation "Certificate of Advanced Study" with respect to all sixth-year programs established for public school personnel and to authorize no Ed.S. (Specialist in Education) degree programs beyond those now in existence.

#### 5. **Other Certificates**

In addition to the C.A.S., some of the constituent institutions offer other "certificates" that combine specific degree-credit courses at the graduate or undergraduate level to provide professional development for practitioners.

#### 6. **Teacher Licensure Areas (T.L.A.)**

Constituent institutions with teacher education programs approved by the State Board of Education may offer specific course clusters in approved teacher licensure areas which meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or a Certificate of Advanced Study. These may be at the entry level or advanced level of teacher licensure. When an institution receives authorization to offer a T.L.A. from the State Board of Education, the Senior Vice President for Academic Affairs should be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available from the North Carolina Department of Public Instruction.

### B. **ACADEMIC PROGRAM DEVELOPMENT REQUIRING AUTHORIZATION OR ACTION BEYOND THE CAMPUS LEVEL**

The chancellors of the constituent institutions shall communicate to the Senior Vice President<sup>3</sup> of the University their intentions or requests with respect to instructional program development for the following:

1. Notification of *intent to plan* a new undergraduate, master's, or C.A.S. program

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<sup>2</sup> North Carolina Department of Public Instruction, Division of Teacher Education (Raleigh, NC, September 1993). Standards for the Approval of Teacher Education Institutions and Programs in North Carolina.

<sup>3</sup>Throughout this document, the Senior Vice President for Academic Affairs, acting with a delegation of authority from the President, is named as the University official who will make ultimate decisions or, where appropriate, recommendations to the Committee on Educational Planning, Policies, and Programs.

2. Request for authorization to **plan** a new **degree program** at the doctoral or first professional level
3. Request for authorization to **establish** a new **degree program**
4. Request for authorization to **change** the **name** or **title** of an existing **degree program**
5. **Discontinuation** of a **degree program, C.A.S. program, or other certificates.**

Table 1 summarizes the academic program development review and authorization requirements for actions 1 through 5 above.

**TABLE 1**  
**ACADEMIC PROGRAM NOTIFICATION AND AUTHORIZATION REQUIREMENTS**

**NOTICE OF INTENT TO PLAN OR AUTHORIZATION TO PLAN**

Authority	Undergraduate, Master's, and C.A.S. Programs	Doctoral and First Professional Programs
Senior Vice President	Receives <i>Notification of Intent to Plan</i>	Receives <i>Request for Authorization to Plan</i> and makes recommendation to the BOG Planning Committee (annually)
BOG Planning Committee	Receives semi-annual reports on programs being planned	Grants <i>Authorization to Plan</i>

**AUTHORIZATION TO ESTABLISH**

Authority	Degree Programs	Certificates of Advanced Study and Teacher Certification Area	Other Certificates	New program in same 6-digit code as currently authorized program at same level (formerly tracks)	Change Program or Degree Title
Senior Vice President	Receives <i>Request for Authorization to Establish</i> and makes recommendation to BOG Planning Committee	Receives notification from chancellor of approval by State Board of Education	Receives notification from chancellor	Grants <i>Authorization to Establish</i> if program requires no additional resources	Approves program or degree title change
Planning Committee	Recommends <i>Authorization to Establish</i> to BOG	—	—	—	—
Board of Governors	Grants <i>Authorization to Establish</i>	—	—	—	—

**AUTHORIZATION TO DISCONTINUE/NOTIFICATION OF DISCONTINUATION**

Authority	Program	Certificate of Advanced Study	Other Certificates	Teacher Certification Areas
Senior Vice President	Receives request and makes recommendation	Receives notice of discontinuation	Receives notice of discontinuation	Receives notice of discontinuation
BOG Planning Comm.	Recommends discontinuation	Notified by SVP	—	—
Board of Governors	Authorizes discontinuation	—	—	—

## **C. PROCEDURES FOR PROGRAM DEVELOPMENT OR MODIFICATION**

### **1. Campus Program Development Procedures**

Each institution must have a clearly defined process for campus review and approval of proposals to plan and, once planning is completed, a process for approving requests to establish new academic degree programs. The appropriate campus committees and authorities must approve any notification or request to plan or establish a new degree program before submitting it to the Division of Academic Affairs at the Office of the President (OP).

### **2. Planning New Undergraduate, Master's, and C.A.S. Programs**

Institutions wishing to plan new degree programs at the undergraduate or master's level or Certificates of Advanced Study (C.A.S.) must send a *notification of intent to plan* to the Division of Academic Affairs (OP). Such notification may be sent at any time, but at least six months prior to the proposed date of establishment, using the form developed for this purpose (Appendix A).

To assist institutions preparing to plan new programs, Academic Affairs staff will make available a link to the CIP taxonomy, an up-to-date Academic Program Inventory for UNC institutions, and a 10-year history of enrollment of majors and degrees awarded by program and institution within the UNC system. Institutions planning a new degree program will be expected to contact other institutions awarding the proposed degree during the planning process regarding their experience with program productivity (applicants, majors, job market, placement, etc.).

Upon receipt of the notification of intent to plan, Academic Affairs will 1) acknowledge receipt of the notification; 2) provide any additional information not yet posted regarding location of similar programs; and 3) add this program-planning activity to a list that will be maintained by Academic Affairs and made accessible to all UNC institutions. All UNC institutions will be expected to consult this list periodically to remain informed about programs being planned by other UNC institutions.

Following notification of intent to plan, the institution will have one year to complete planning and submit a request to establish the proposed program. If planning is not completed within the year, the campus may, under special circumstances, request a one-year extension. If the institution fails to complete the program plan within its allotted time, it must wait three years before resubmitting notification of intent to plan that program.

The program planning activity is intended as an opportunity for an institution to make the case for need and demand and for its ability to offer a quality program. This activity, by itself, does not guarantee that program authorization will be granted.

### 3. **Planning New Doctoral and First Professional Degree Programs**

Institutions wishing to plan new degree programs at the doctoral or first professional level must seek *authorization to plan* the program, using the appropriate form (Appendix B). Campus requests must be the result of comprehensive strategic planning. The formal request to plan must indicate how the proposed program fits into the institution's comprehensive strategic plan and address issues such as need, demand, potential duplication, readiness of the institution to offer the program, and potential costs. Requests for authorization to plan may be submitted annually by a fixed date established by the Senior Vice President for Academic Affairs.

UNC chief academic officers and graduate deans, at their periodic meetings with the Senior Vice President, will be invited to discuss issues such as need and demand, opportunities for collaboration, etc. with respect to graduate education. The Senior Vice President, after appropriate consultation with the Graduate Council, will present recommendations regarding authorization to plan doctoral and first professional programs to the Committee on Educational Planning, Policies, and Programs for approval.

Authorization to plan a new degree program does not in any way constitute a commitment on the part of the Committee on Educational Planning, Policies, and Programs or the Board of Governors to approve a subsequent request to establish the program. Planning authorization signifies that the committee finds merit in the general proposition, that there may be sufficient need for the program, and that the suggested program is consistent with the assigned mission of the institution. Such authorization constitutes clearance for the institution to document and further justify the need and demand for the proposed program.

Following authorization to plan, an institution will have two years to complete its planning and submit a request to establish the proposed program. If the request to establish is not completed within this period, the campus may request a one-year extension. If the institution fails to submit a proposal within its allotted time, it must wait three years before resubmitting a request to plan that program. Similarly, if the request to plan is denied, the institution may not resubmit this request for three years.

### 4. **Planning New Degree Programs—Notification of the Committee on Educational Planning, Policies, and Programs and the Commission on Colleges of the Southern Association of Colleges and Schools**

The Board of Governors' Committee on Educational Planning, Policies, and Programs will receive semi-annual reports, prepared by Academic Affairs, on the status of undergraduate and graduate programs being planned.

The General Substantive Change Policy for Accredited Institutions of the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) requires that the



Commission receive *prior notification* one year in advance if an institution is planning to introduce a degree program at a more advanced level than previously authorized (e.g., a master's level institution planning its first degree program at the doctoral level). An institution may not initiate a degree program at a more advanced level without *prior approval* from SACS. When an institution receives authorization to plan a new degree program *at a more advanced level than those previously authorized*, a copy of the Office of the President's letter of authorization is sent to SACS and the chancellor of the institution is reminded to notify SACS. SACS may request additional information. The Commission on Colleges also requires *prior notification and prior approval* if an institution is adding a degree at the same level for which the institution is already accredited and the new program will result in a "significant modification in the nature and scope of the institution." The following procedures have been adopted to facilitate compliance with these policies and procedures.<sup>4</sup>

The UNC Academic Program Inventory (API) classifies all university degree programs into 30 major discipline divisions (see page 1). Each campus also has an inventory of authorized programs listed by discipline division and degree program title. Planning a program in a different discipline division than those currently authorized is interpreted as a *potential* substantive change. When an institution begins to plan a program *in a new discipline division*, a copy of the letter of authorization (if the program is at the doctoral or first professional level) is sent to SACS, and the chancellor of the institution must also notify SACS of the potential substantive change. If SACS interprets this as a significant modification, it may request additional information. The institution should inform the Senior Vice President for Academic Affairs of any communications from SACS regarding the substantive change policy as it relates to the planning of new programs, especially if it is determined that a program in a new discipline division constitutes a significant modification in the nature and scope of the institution.

#### 5. **Establishing New Degree Programs**

Requests for *authorization to establish* a new degree program (Appendix C) may be submitted at any time after "notification of intent to plan" has been submitted for undergraduate and master's programs and after planning authorization has been granted for doctoral and first professional programs.

In general it is expected that funding to support new degree programs will be provided through a combination of internal reallocations, enrollment increase funds, and external grants. Where appropriate (i.e., in cases where there is convincing evidence of potential for program

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<sup>4</sup> Refer to the most recent editions of the Criteria for Accreditation manual and the most recently adopted "General Substantive Change Policy...for the Commission on Colleges" (revised December 1999) of the Commission on Colleges of the Southern Association of Colleges and Schools. Hereinafter, the manuals are cited as SACS Criteria and COC Substantive Change.

success if initial support is provided) and when central funds are available, start-up funds will be provided, generally for no more than three years, with the expectation that the program will ultimately be self-sustaining and the start-up funds will be returned and recycled for the use of other UNC programs. In cases where the allocation of start-up funds is appropriate but they are not immediately available, recommendation of approval of the program may be delayed until such funds are available.

Following review and (where appropriate) consideration by the Graduate Council, the Senior Vice President for Academic Affairs will recommend approval of the program to the Committee on Educational Planning, Policies, and Programs and (through it) to the Board of Governors. In general, reviews will be completed within three to six months. Actual time will depend upon the quality of the proposal and the extent to which the proposal may need to be revised and resubmitted.

If the new program is *at a more advanced level than those previously authorized* for the institution, a copy of the Office of the President's letter of authorization will be sent to SACS, and the chancellor of the institution will also be reminded to notify SACS and to take the necessary measures to comply with its policies. If the new program is in a new discipline division and SACS has previously determined (upon being notified of authorization to plan) that this constitutes a *significant modification in the nature and scope of the institution*, a copy of the Office of the President's letter of authorization will be sent to SACS, and the chancellor of the institution will also be reminded to notify SACS and to take the necessary measures to comply with SACS policies.

After an institution receives authorization to establish a new degree program, it must submit two progress reports to the Senior Vice President. The first such report will cover the first one to two years of implementation, and the second report will cover the first three to four years of operation of the program. Both reports will include information on the extent to which an institution has met projected enrollments and degrees conferred and, if start-up funds were provided, will report on the readiness of the program to continue once start-up funds are discontinued (generally, at the end of the third year). These reports will be submitted as a part of the institution's biennial long-range planning submission.

Requests for *authorization to establish a new degree program that would be properly classified with the same six-digit CIP code as a currently authorized program at the same level, provided it will require no additional resources*, may be made at any time by letter from the chancellor to the Senior Vice President for Academic Affairs. (This category of program is comparable to what was formerly called a "track." To avoid the confusion that prevailed in the past over this designation, that term will no longer be used. However, programs with the characteristics of a track [e.g., a common "core" of courses shared with the other program in that CIP code, but with sufficient differentiation to justify separate degree status] may be authorized by the Senior

Vice President.) A copy of the curriculum of the current degree program should be submitted along with the curriculum of the proposed new degree program. It should be consistent with the guidelines for the number of semester hours in the program area (Section A.3). The format for requesting authorization to establish a new degree program in the same area as a previously authorized degree program is included in Appendix D. The Senior Vice President will respond to these requests after seeking such advice as may be necessary.

6. **Establishing Certificates of Advanced Study (C.A.S.) and Other Certificates**

*Authorization to establish new Certificates of Advanced Study* is delegated to the chancellor, who should notify the Senior Vice President for Academic Affairs when the program has been approved by the State Board of Education and the date of program implementation established. The chancellor should also notify the Senior Vice President when other certificates (e.g., the combination of specific degree-credit courses to provide professional development for practitioners) are established, providing the title of the certificate and the title and level of courses included in the certificate. This will enable the Office of the President to maintain a complete inventory of certificates that are offered by individual campuses.

7. **Changing the Name or Degree Title of an Existing Degree Program**

Requests to *change the name or title* of an existing degree program, accompanied by an explanation of the reason for the proposed change, may be submitted to the Senior Vice President for Academic Affairs at any time.

8. **Discontinuing Academic Degree Programs**

Requests for *authorization to discontinue a degree program* may be made by letter from the chancellor to the Senior Vice President at any time, giving the effective date of discontinuation and explaining the reason for the request. The Senior Vice President will request the concurrence of the Committee on Educational Planning, Policies, and Programs and (through it) the approval of the Board of Governors. Students enrolled in discontinued degree programs must be allowed to complete their courses of study within a reasonable period of time. Notice of discontinuation of C.A.S. programs or other certificates may be submitted to the Senior Vice President for Academic Affairs at any time.

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## Appendix A

### The University of North Carolina Notification of Intent to Plan a New Baccalaureate, Master's, or C.A.S. 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. This notification, and the 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\_\_\_\_ C.A.S.\_\_\_\_

Exact Title of the Proposed Program \_\_\_\_\_

Exact Degree Abbreviation (e.g. B.S., B.A., M.A., M.S., C.A.S.): \_\_\_\_\_

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

a) Is it at a more advanced level than those previously authorized? Yes\_\_ No\_\_

b) Is the proposed program in a new discipline division? Yes\_\_\_\_ No\_\_\_\_

Approximate date for submitting the Request to Establish proposal (must be within one year of date of submission of notification of intent to plan): \_\_\_\_\_

Proposed date to establish degree: month \_\_\_\_\_ year \_\_\_\_\_ (Date can be no sooner than six months after the date of notification of intent to plan and must allow at least three months for review of the request to establish, once submitted.)

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 and how the program fits into the institution's strategic plan
  - c) the relationship of the proposed new program to other existing programs at the institution
  - d) special features or conditions that make the institution a desirable, unique, or appropriate place to initiate such a degree program.
2. List all other public and private institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program.
3. Estimate the number of students that would be enrolled in the program during the first year of operation: *Full-Time* \_\_\_\_\_ *Part-Time* \_\_\_\_\_
4. If there are plans to offer the program away from campus *during the first year of operation*:
  - a) briefly describe these plans, including potential sites and possible method(s) of delivering instruction.
  - b) indicate any similar programs being offered off-campus in North Carolina by other institutions (public or private)
  - c) estimate the number of students that would be enrolled in the program during the first year of operation: *Full-Time* \_\_\_\_\_ *Part-Time* \_\_\_\_\_
5. List the names, titles, e-mail addresses and telephone numbers of the person(s) responsible for planning the proposed program.

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

**Chancellor** \_\_\_\_\_

## Appendix B

### The University of North Carolina Request for Authorization to Plan a New Doctoral or First Professional 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. Authorization to plan, and the planning activity to follow, do not guarantee that authorization to establish will be granted. Requests (5 copies) may be submitted annually, by September 15 of each year.*

Date: \_\_\_\_\_

**Constituent Institution:** \_\_\_\_\_

CIP Discipline Specialty Title: \_\_\_\_\_

CIP Discipline Specialty Number: \_\_\_\_\_ Level: D \_\_\_\_\_ 1<sup>st</sup> Prof. \_\_\_\_\_

Exact Title of the Proposed Degree \_\_\_\_\_

Exact Degree Abbreviation (e.g. Ph.D., Ed.D.): \_\_\_\_\_

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

a) Is it at a more advanced level than those previously authorized? Yes\_\_ No\_\_

b) Is the proposed program in a new discipline division? Yes\_\_ No\_\_

Approximate date for submitting the Request to Establish proposal (must be within two years of date of authorization to plan): \_\_\_\_\_

Proposed date to establish degree: month \_\_\_\_\_ year \_\_\_\_\_ (Date should allow at least three months for review of the request to establish, once submitted.)

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 and how the program fits into the institution's strategic plan
  - c) the relationship of the proposed new program to other existing programs at the institution
  - d) special features or conditions that make the institution a desirable, unique, or appropriate place to initiate such a degree program.
2. List all other public and private institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program.
3. Estimate the number of students that would be enrolled in the program during the first year of operation: *Full-Time* \_\_\_\_\_ *Part-Time* \_\_\_\_\_
4. Estimate the current and projected demand for graduates of the proposed new degree program. Provide documentation about the sources of data used to estimate demand figures.
5. If there are plans to offer the program away from campus *during the first year of operation*:
  - a) briefly describe these plans, including potential sites and possible method(s) of delivering instruction.
  - b) indicate any similar programs being offered off-campus in North Carolina by other institutions (public or private)
  - c) estimate the number of students that would be enrolled in the program during the first year of operation: *Full-Time* \_\_\_\_\_ *Part-Time* \_\_\_\_\_
6. Describe the procedures to be used to plan the proposed program. List the names, titles, e-mail addresses and telephone numbers of the person(s) responsible for planning the proposed program.

7. Describe the method of financing the proposed new program (e.g., potential sources of funding) and indicate the extent to which additional state funding may be required.

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

**Chancellor** \_\_\_\_\_

## Appendix C

### THE UNIVERSITY OF NORTH CAROLINA Request for Authorization to Establish a New Degree Program

***INSTRUCTIONS:** Please submit five copies of the proposal to the Senior Vice President for Academic Affairs, UNC Office of the President. Each proposal should include a 2-3 page executive summary. The signature of the Chancellor is required.*

Date: \_\_\_\_\_

**Constituent Institution:** \_\_\_\_\_

CIP Discipline Specialty Title: \_\_\_\_\_

CIP Discipline Specialty Number: \_\_\_\_\_ Level: B \_\_\_\_\_ M \_\_\_\_\_ 1<sup>st</sup> 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 \_\_\_

a) Is it at a more advanced level than those previously authorized? Yes \_\_\_ No \_\_\_

b) Is the proposed program in a new discipline division? Yes \_\_\_ No \_\_\_

Proposed date to establish degree program (allow at least 3-6 months for proposal review):

month \_\_\_\_\_ year \_\_\_\_\_

Do you plan to offer the proposed program away from campus *during the first year of operation*?

Yes \_\_\_ No \_\_\_

If so, 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.

#### II. Justification for the Program—Narrative Statement

- A. Describe the proposed program as it relates to:
  1. the institutional mission and strategic plan
  2. student demand
  3. societal need (For graduate, first professional, and baccalaureate professional programs, cite manpower needs in North Carolina and elsewhere.)
  4. impact on existing undergraduate and/or graduate academic programs of your institution. (e.g., Will the proposed program strengthen other programs? Will it stretch existing resources? How many of your programs at this level currently fail to meet Board of Governors' productivity criteria? Is there a danger of proliferation of low-productivity degree programs at the institution?)
- B. Discuss potential program duplication and program competitiveness.
  1. Identify similar programs offered elsewhere in North Carolina. Indicate the location and distance from the proposing institution. Include a) public and b) private institutions of higher education.
  2. Indicate how the proposed new degree program differs from other programs like it in the University. If the program duplicates other UNC programs, explain a) why is it necessary or

justified and b) why demand (if limited) might not be met through a collaborative arrangement (perhaps using distance education) with another UNC institution. If the program is a first professional or doctoral degree, compare it with other similar programs in public and private universities in North Carolina, in the region, and in the nation.

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

Headcount enrollment

Show a five-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 (in the case of professional programs) job placement. Indicate how their experiences influenced your enrollment projections.

Institution: \_\_\_\_\_

Program Title: \_\_\_\_\_

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

Use the format in the chart below to project your enrollment in the proposed program for four years and explain the basis for the projections:

	Year 1 (19 - )	Year 2 (19 - )	Year 3 (19 - )	Year 4 (19 - )
Full-time				
Part-time				
<b>TOTALS</b>				

Please indicate the anticipated steady-state headcount enrollment after four years:

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Total \_\_\_\_\_

SCH production (upper division program majors, juniors and seniors *only*, for baccalaureate programs).

Use the format in the chart below to project the SCH production for four years. Explain how SCH projections were derived from enrollment projections (see UNC website for a list of the disciplines comprising each of the four categories).

Year 1	Student Credit Hours		
Program Category	UG	Masters	Doctoral
Category I			
Category II			
Category III			
Category IV			



<b>Year 2</b>	<b>Student Credit Hours</b>		
<b>Program Category</b>	<b>UG</b>	<b>Masters</b>	<b>Doctoral</b>
Category I			
Category II			
Category III			
Category IV			

<b>Year 3</b>	<b>Student Credit Hours</b>		
<b>Program Category</b>	<b>UG</b>	<b>Masters</b>	<b>Doctoral</b>
Category I			
Category II			
Category III			
Category IV			

<b>Year 4</b>	<b>Student Credit Hours</b>		
<b>Program Category</b>	<b>UG</b>	<b>Masters</b>	<b>Doctoral</b>
Category I			
Category II			
Category III			
Category IV			

### 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 other institutions visited or consulted in developing this proposal. Also discuss or append any consultants' reports, committee findings, and simulations (cost, enrollment shift, induced course load matrix, etc.) 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 sample).

#### C. Degree requirements. List the following:

1. Total hours required. Major. Minor.
2. Proportion of courses open only to graduate students to be required in program (graduate programs only).
3. Grades required.
4. Amount of transfer credit accepted.
5. Other requirements (e.g. residence, comprehensive exams, thesis, dissertation, clinical or field experience, "second major," etc.).
6. Language and/or research requirements.
7. Any time limits for completion.

- D. 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. List the names of persons now on the faculty who will be directly involved in the proposed program. Provide complete information on each faculty member's education, teaching experience, research experience, publications, and experience in directing student research, including the number of theses and dissertations directed for graduate programs. The official roster forms approved by SACS can be submitted rather than actual faculty vita.
- B. 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.
- C. If the employment of new faculty requires additional funds, please explain the source of funding.
- 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.
- B. State how the library will be improved to meet new program requirements for the next five 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. Discuss any information technology services needed and/or available.
- D. Discuss sources of financial support for any new facilities and equipment.

**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**

Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe plans to request professional accreditation. If the proposed new degree program is at a more advanced level than those previously authorized or if it is in a new discipline division, was SACS notified of a potential "substantive change" during the planning process? If so, describe the response from SACS and the steps that have been taken to date with reference to the applicable procedure.

**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**

Provide estimates (using the attached form) of the additional costs required to implement the program and identify the proposed sources of the additional required funds. *Use SCH projections (section II.C.) to estimate new state appropriations through enrollment increase funds.* Prepare a budget schedule for each of the first three years of the program, indicating the account number and name for all additional amounts required. Identify EPA and SPA positions immediately below the account listing. New SPA positions should be listed at the first step in the salary range using the SPA classification rates currently in effect. Identify any larger or specialized equipment and any unusual supplies requirements.

For the purposes of the second and third year estimates, project faculty and SPA position rates and fringe benefits rates at first year levels. *Include the continuation of previous year(s) costs in second and third year estimates.*

Additional state-appropriated funds for new programs may be limited. Except in exceptional circumstances, institutions should request such funds for no more than three years (e.g., for start-up equipment, new faculty positions, etc.), at which time enrollment increase funds should be adequate to support the new program. Therefore it will be assumed that requests (in the "New Allocations" column of the following worksheet) are for one, two, or three years unless the institution indicates a continuing need and attaches a compelling justification. However, funds for new programs are more likely to be allocated for limited periods of time.

**SUMMARY OF ESTIMATED ADDITIONAL COSTS FOR PROPOSED PROGRAM/TRACK**

INSTITUTION \_\_\_\_\_ DATE \_\_\_\_\_  
 Program (API #, Name, Level) \_\_\_\_\_  
 Degree(s) to be Granted \_\_\_\_\_ Program Year \_\_\_\_\_

**ADDITIONAL FUNDS REQUIRED - BY SOURCE**

	Reallocation of Present Institutional Resources	Enrollment Increase Funds	Federal Other (Identify)	New Allocations	Total
<b>101 Regular Term Instruction</b>					
1210 SPA Regular Salaries (Identify positions)	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )
1310 EPA Academic Salaries	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )
1810 Social Security	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1820 State Retirement	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1830 Medical Insurance	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2000 Supplies and Materials (Identify)	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )
3000 Current Services (Identify)	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )
4000 Fixed Charges (Identify)	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )
5000 Capital Outlay (Equipment) (Identify)	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )	\$ _____ ( )
TOTAL - Regular Term Instruction	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>151 Libraries</b>					
(Identify accounts)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
TOTAL - Libraries	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL ADDITIONAL COSTS ...	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

NOTE: Accounts may be added or deleted as required.

**XII. Evaluation Plans**

All new degree program proposals must include an evaluation plan which includes: (a) the criteria to be used to evaluate the quality and effectiveness of the program, (b) measures to be used to evaluate the program, (c) expected levels of productivity of the proposed program for the first four years of operation (number of graduates), (d) the names, addresses, e-mail addresses, and telephone numbers of at least three persons (six reviewers are needed for graduate programs) qualified to review this proposal and to evaluate the program once operational, and (e) the plan and schedule to evaluate the proposed new degree program prior to the completion of its fifth year of operation once fully established.

**Program Evaluation Format**

- A. Criteria to be used to evaluate the proposed program:
- B. Measures to be used to evaluate the program:
- C. Projected productivity levels (number of graduates):

<u>Level</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>TOTALS</u>
B	_____	_____	_____	_____	_____
M	_____	_____	_____	_____	_____
I/P	_____	_____	_____	_____	_____
D	_____	_____	_____	_____	_____

(Key: B-Bachelor's, M-Master's, I/P-Intermediate or Professional, D-Doctoral)

- D. Recommended consultant/reviewers: Names, titles, addresses, e-mail addresses, and telephone numbers. May not be employees of the University of North Carolina.
- E. Plan for evaluation prior to fifth operational year.

**XIII. Reporting Requirements**

Institutions will be expected to report on program productivity after one year and three years of operation. This information will be solicited as a part of the biennial long-range planning revision.

Proposed date of initiation of proposed degree program: \_\_\_\_\_

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

**Chancellor:** \_\_\_\_\_

## Appendix D

### The University of North Carolina Request for Authorization to Establish a New Degree Program in the Same 6-Digit CIP Code as a Currently-Authorized Program at the Same Level (formerly designated as track)

*This form should be used only if the proposed program is in the same 6-digit CIP code as a currently-authorized program at the same degree level and will not require any additional state-appropriated resources.*

Date: \_\_\_\_\_

**Constituent Institution:** \_\_\_\_\_

CIP Discipline Specialty Title: \_\_\_\_\_

CIP Discipline Specialty Number: \_\_\_\_\_ Level: B \_\_\_\_\_ M \_\_\_\_\_ 1<sup>st</sup>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.): \_\_\_\_\_

Proposed date to establish degree program (allow at least 3-6 months for proposal review):

month \_\_\_\_\_ year \_\_\_\_\_

Do you plan to offer the proposed program away from campus *during the first year of operation*?

Yes \_\_\_\_\_ No \_\_\_\_\_

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

Title(s) of currently established degree program(s) in the same CIP (6-digit) discipline specialty as the proposed new degree program:

\_\_\_\_\_

#### I. Description of the Proposed New Degree Program

- A. Describe the proposed new degree program, including the curriculum and total hours required.
- B. List the educational objectives of the new degree program.
- C. List the institutions in North Carolina operating similar degree programs and indicate their five-year history of enrollments and degrees-awarded (using the format below for each institution). Also list any consultant reports, committee findings, and simulations (cost, enrollment shift, induced course load matrix, etc.) generated in planning the proposed program.

Institution: \_\_\_\_\_

Program Title: \_\_\_\_\_

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

- D. Indicate how this proposed new degree program differs from the program(s) currently authorized at this level and in this 6-digit CIP code and the probable effect on enrollment in the existing program(s). Include the curriculum of both the proposed degree program and the existing program(s). (The curriculum should be sufficiently different from the existing program to justify separate degree program status, while exhibiting sufficient commonality to justify classification in the same six-digit CIP code.)

#### II. JUSTIFICATION FOR THE PROGRAM

- A. 1. Indicate the relation of the proposed program to the institutional mission and strategic plan.

2. Indicate student demand and demand for graduates, citing manpower needs in North Carolina and elsewhere.
- B. Enrollment (upper division majors, juniors and seniors *only*, for baccalaureate programs)
1. Describe the likely sources of students who will enroll in the program.
  2. Project headcount enrollment for four years, giving the basis for the projections:

	Year 1 (19__ - __)	Year 2 (19__ - __)	Year 3 (19__ - __)	Year 4 (19__ - __)
Full-time				
Part-time				
<b>TOTALS</b>				

Please indicate the anticipated steady-state headcount enrollment after four years:

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Total \_\_\_\_\_

SCH production (upper division program majors, juniors and seniors *only*, for baccalaureate programs).

Use the format in the chart below to project the SCH production for four years. Explain how SCH projections were derived from enrollment projections (see UNC website for a list of the disciplines comprising each of the four categories).

Year 1	Student Credit Hours		
Program Category	UG	Masters	Doctoral
Category I			
Category II			
Category III			
Category IV			

Year 2	Student Credit Hours		
Program Category	UG	Masters	Doctoral
Category I			
Category II			
Category III			
Category IV			

Year 3	Student Credit Hours		
Program Category	UG	Masters	Doctoral
Category I			
Category II			
Category III			
Category IV			

Year 4	Student Credit Hours		
Program Category	UG	Masters	Doctoral
Category I			
Category II			
Category III			
Category IV			

### III. Faculty

- A. List the names of persons now on the faculty who will be directly involved in the proposed program. Provide complete information on each faculty member's education, teaching experience, research experience, publications, and experience in the direction of student research, with the number of theses and dissertations directed for graduate programs. The official roster forms approved by SACS can be submitted rather than actual faculty vita.
- B. Project the need for new faculty for the proposed program for 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.
- C. If acquisition of new faculty will require additional funds, please explain where and how these funds will be obtained.
- D. Please explain how the program will affect faculty activity, including course load, public service activity and scholarly research.

### IV. Library

- A. Provide a statement as to the adequacy of present library holdings for the proposed program.
- B. State how the library will be improved to meet new program requirements for the next five 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.

### V. 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. Discuss any information technology services needed and/or available.
- D. Discuss sources of financial support for any new facilities and equipment.

### VI. Budget

If this new degree program will require additional resources, complete this section, keeping in mind no new state-appropriated funds may be requested. If no new funds are needed, disregard this section.

Provide estimates (using the attached form) of the *additional costs* required to implement the program and identify the proposed sources of the additional funds required. Prepare a budget schedule for each of the first three years of the program, indicating the account number and name for all additional amounts required. Identify EPA and SPA positions immediately below the account listing. New SPA positions should be listed at the first step in the salary range using the SPA classification rates currently in effect. Identify any large or specialized equipment and any unusual supplies requirements.

For purposes of the second and third year estimates, project faculty and SPA position rates and fringe benefits rates at first year levels. Include the continuation of previous year(s) costs in second and third year estimates.

**Date basic degree program was established:** \_\_\_\_\_

**Proposed date of initiation of proposed new degree program:** \_\_\_\_\_

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

**Chancellor** \_\_\_\_\_



**SUMMARY OF ESTIMATED ADDITIONAL COSTS FOR PROPOSED PROGRAM/TRACK**

INSTITUTION \_\_\_\_\_ DATE \_\_\_\_\_  
 Program (API #, Name, Level) \_\_\_\_\_  
 Degree(s) to be Granted \_\_\_\_\_ Program Year \_\_\_\_\_

**ADDITIONAL FUNDS REQUIRED - BY SOURCE**

	Reallocation of Present Institutional Resources	Enrollment Increase Funds	Federal/ State (Identify)	Other Non- State Funds (Identify)	Total
<b>101 Regular Term Instruction</b>					
1210 SPA Regular Salaries (Identify positions)	\$ _____ (_____) (_____)	\$ _____ (_____) (_____)	\$ _____ (_____) (_____)	\$ _____ (_____) (_____)	\$ _____ (_____) (_____)
1310 EPA Academic Salaries	\$ _____ (_____) (_____)	\$ _____ (_____) (_____)	\$ _____ (_____) (_____)	\$ _____ (_____) (_____)	\$ _____ (_____) (_____)
1810 Social Security	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1820 State Retirement	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1830 Medical Insurance	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2000 Supplies and Materials (Identify)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)
3000 Current Services (Identify)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)
4000 Fixed Charges (Identify)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)
5000 Capital Outlay (Equipment) (Identify)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)	\$ _____ (_____) (_____) (_____)
TOTAL - Regular Term Instruction	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>151 Libraries</b>					
(Identify accounts)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
TOTAL - Libraries	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL ADDITIONAL COSTS . . .</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

NOTE: Accounts may be added or deleted as required