**UNIVERSITY OF NORTH CAROLINA**

**REQUEST TO ESTABLISH**

**A NEW DEGREE PROGRAM – ANY DELIVERY METHOD**

Date:

Constituent Institution:

Is the proposed program a joint degree program? Yes No

Joint Partner campus

Title of Authorized Program: Degree Abbreviation:

CIP Code (6-digit): Level: B M I D

CIP Code Title:

Does the program require one or more UNC Teacher Licensure Specialty Area Code? Yes No

If yes, list suggested UNC Specialty Area Code(s) here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If master’s, is it a terminal master’s (i.e. not solely awarded en route to Ph.D.)? Yes \_\_\_ No\_\_\_\_

Proposed term to enroll first students in degree program: *Term* *Year*

Provide a brief statement from the university SACSCOC liaison regarding whether the new program is or is not a substantive change.

Identify the objective of this request (select one or more of the following)

Launch new program on campus

Launch new program online; Maximum percent offered online \_\_\_\_\_\_\_\_\_\_\_

Program will be listed in UNC Online

One or more online courses in the program will be listed in UNC Online

Launch new site-based program (list new sites below; add lines as needed)

Instructor present (off-campus delivery)

Instructor remote (site-based distance education)

|  |  |  |
| --- | --- | --- |
| Site #1 | |  |
|  |  |  |
|  | *(address, city, county, state)* | *(max. percent offered at site)* |
|  | | |
| Site #2 | | |
|  |  |  |
|  | *(address, city, county, state)* | *(max. percent offered at site)* |
|  | | |
| Site #3 | | |
|  |  |  |
|  | *(address, city, county, state)* | *(max. percent offered at site)* |

Supply basic program information for UNC Academic Program Inventory (API) and UNC Online

Minimum credit hours required \_\_\_\_\_\_\_

Expected number of full-time terms to completion \_\_\_\_\_\_\_

Do the following sections of your previously submitted and approved Request to Plan document require any change or updated information? If yes, note the items and explain.

Review Status (Campus) Yes\_\_\_\_\_ No\_\_\_\_\_\_\_

Description and Purpose Yes\_\_\_\_\_ No\_\_\_\_\_\_\_

Student Demand Yes\_\_\_\_\_ No\_\_\_\_\_\_\_

Societal Demand Yes\_\_\_\_\_ No\_\_\_\_\_\_\_

Unnecessary Duplication Yes\_\_\_\_\_ No\_\_\_\_\_\_\_

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

I. Program Requirements and Curriculum

1. Program Planning

1. List the names of institutions with similar degree programs 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.

1. Admission. List the following:
2. Admissions requirements for proposed program (indicate minimum requirements and general requirements).
3. Documents to be submitted for admission (listing).

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 answer the following:

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

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.

II. Faculty

1. (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 SACSCOC 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.
2. (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 SACSCOC 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.
3. 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.
4. Explain how the program will affect faculty activity, including course load, public service activity, and scholarly research.
5. Delivery Considerations. Provide assurances of the following (not to exceed 250 words per lettered item):
6. *Access* (online, site-based distance education, and off-campus programs). Students have access to academic support services comparable to services provided to on-campus students and appropriate to support the program, including admissions, financial aid, academic advising, delivery of course materials, and placement and counseling.
7. *Curriculum delivery* (online and site-based distance education only). The distance education technology to be used is appropriate to the nature and objectives of the program. The content, methods and technology for each online course provide for adequate interaction between instructor and students and among students.
8. *Faculty development* (online and site-based distance education only). Faculty engaged in program delivery receive training appropriate to the distance education technologies and techniques used.
9. *Security* (online and site-based distance education only). The institution authenticates and verifies the identity of students and their work to assure academic honesty/integrity. The institution assures the security of personal/private information of students enrolled in online courses.

IV. Library

1. 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.
2. If applicable, 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.

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. 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.

VI. Administration

A. 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.

B. For joint programs only, include documentation that, at minimum, the fundamental elements of the following institutional processes have been agreed to by the partners:

1. Admission process
2. Registration and enrollment process for students
3. Committee process for graduate students
4. Plan for charging and distributing tuition and fees
5. Management of transcripts and permanent records
6. Participation in graduation
7. Design of diploma

VII. Accreditation and Licensure

1. Where appropriate, describe how all licensure or professional accreditation standards will be met, including required practica, internships, and supervised clinical experiences.
2. Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe plans to request professional accreditation.
3. If the new degree program meets the SACSCOC 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 SACSCOC on time?

D. If recipients of the proposed degree will require licensure to practice, explain how program curricula and title are aligned with requirements to “sit” for the licensure exam.

VIII. Supporting Fields. Discuss the number and quality of lower-level and cognate programs for supporting the proposed degree program. Are other subject-matter fields at the proposing institution necessary or valuable in support of the proposed program? Is there needed improvement or expansion of these fields? To what extent will such improvement or expansion be necessary for the proposed program?

IX. Additional Information. Include any additional information deemed pertinent to the review of this new degree program proposal.

X. Budget

* + 1. Complete and insert the Excel budget template provided showing incremental continuing and one-time costs required each year of the first four years of the program. Supplement the template with a budget narrative for each year.
    2. 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.
3. State the amount of tuition differential or program-specific fees that will be requested.
4. Describe specifically how the campus will spend the revenues generated.

c. Does the campus request the tuition differential or program-specific fees be approved by the Board of Governors prior to the next Tuition and Fee cycle?

C. If enrollment increase funding, differential tuition, or other state appropriations noted in the budget templates are not forthcoming, can the program still be implemented and sustained and, if so, how will that be accomplished? Letters of commitment from the Chancellor and/or Chief Academic Officer should be provided.

XI. Evaluations Plans.

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).

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

XII.Attachments. Attach the final approved Request to Plan as the first attachment following this document.

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

Chancellor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chancellor (Joint Partner Campus): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_