**New Degree Program Full Proposal**

**Basic Program Information**

|  |  |
| --- | --- |
| Title of Proposed Program: | Insert here |
| Proposal Author(s): | Insert here |
| Author Email(s): | Insert here |
| University/Universities: | Insert here |
| College/School(s): | Insert here |
| Department(s): | Insert here |
| Emphasis Area(s): | Insert here |
| Degree Level (select one): | Bachelor’s  Master’s  Education Specialist  Doctoral (Professional)  Doctoral (Research) |
| Degree Type: | Insert here (e.g., Bachelor of Science, Master of Arts, etc.) |
| Instructional Modality: [[1]](#footnote-2) | Classroom  Hybrid  Online |
| CIP Classification (6-digit): [[2]](#footnote-3) | Insert here |
| Total Credit Hours: | Insert here |
| Delivery Site: | Insert here |
| Implementation Semester: | Insert here |
| Term of 1st Completion: | Insert here |

**Brief Program Description and Rationale**

**Instructions:** Provide a brief description of the program and the rationale for offering it. Consider discussing how the program aligns with the overall direction of your Academic Unit and/or the University’s Strategic Plan, and/or unmet workforce/societal needs that the program will address. Include letters of support from internal groups (e.g., dean, provost, etc.) in Appendix A.

Insert text here. This section is limited to 3,000 characters (about 1 page).

**Student Population and Preparation**

**Instructions:** Describe any special admissions procedures, requirements, or student qualifications that exceed regular university admissions standards. If there are no special procedures, requirements, or qualifications, please indicate with N/A.

Insert text here. This section is limited to 500 characters (about 1/4 page).

**Instructions:** Describe the target student population for the proposed program (e.g., working adults, veterans, transfer students, etc.). If there is no specific target audience for this program, please indicate with N/A.

Insert text here. This section is limited to 500 characters (about 1/4 page).

**Program Curriculum and Learning Outcomes**

**Instructions:** Provide a high-level overview of the proposed program’s curriculum, including but not limited to the total number of credit hours required to complete the program, key topics covered in the program, whether the program will have any emphasis areas, and any special features of the program (e.g., high-impact practices, internship/capstone experiences, etc.). Additionally, include a completed copy of Appendix B in your submission.

Insert text here. This section is limited to 1,500 characters (about 1/2 page).

**Special Skills**

**Instructions:** Describe any specific skills (e.g., software or other technical skills) graduates are expected to develop during the program.

Insert text here. This section is limited to 500 characters (about 1/4 page).

**Student Enrollment, Completion and Outcomes**

**Table 1 Instructions:** Estimate the total number of students that will be enrolled in the program during its first five years after implementation. These projections should be cumulative, e.g., Year 2 projections should account for new enrollments and continuing students from Year 1. Projections should account for projected student retention rates and align with the numbers included in Appendix C (Program Budget).

*Table 1. Student Headcount Projections, Years 1-5*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **1** | **2** | **3** | **4** | **5** |
| Full time |  |  |  |  |  |
| Part time |  |  |  |  |  |
| Total |  |  |  |  |  |

**Instructions:** Please provide a brief assessment of how enrollment projections were developed.

Insert text here. This section is limited to 1,500 characters (about 1/2 page).

**Table 2 Instructions:** Estimate the number of students who will complete the program in each of the first ten years of the program. These estimates should be year-specific (e.g., the number of completions in Year 6 should indicate the number of students completing the program *that year,* and *not* the cumulative number of completions to-date).

*Table 2. Student Completion Projections, Years 1-10*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Completions |  |  |  |  |  |  |  |  |  |  |

**Demand Analysis**

**Student Demand**

**Instructions:** Provide evidence of student demand for the proposed program. This could include an assessment of similar programs at comparator institutions, an assessment of competitive advantages over existing programs, evidence from prospective or existing student surveys, etc. Please contact your Provost’s Office for support generating market assessment reports.

Insert text here. This section is limited to 1,500 characters (about 1/2 page).

**Workforce Demand**

**Instructions:** Provide evidence of workforce demand for the proposed program, including top occupations for which graduates of the proposed program at the proposed degree level will be competitive for. Cite national, regional, state, and/or local data. Please contact your Provost’s Office for support generating market assessment reports. Include letters of support from external groups (e.g., prospective employers) in Appendix A.

Insert text here. This section is limited to 1,500 characters (about 1/2 page).

**Similar Programs Offered at Public Universities and Peer Institutions**

**Instructions:** Detail any similar programs offered at your institution, other UM System universities, Missouri public universities, and [peer institutions](https://www.umsystem.edu/ums/fa/ir/peergroup/); and any efforts to reach out to other units and/or institutions regarding the proposal. Discussion should address the possibility of duplication as well as opportunities for collaboration. If letters of support from other institutions have been received, please include in Appendix A.

Insert text here. This section is limited to 3,000 characters (about 1 page).

**Program Quality Assurance and Accreditation**

**Faculty Requirements**

**Instructions:** If applicable, describe any special requirements/credentials/training required for faculty to teach for this proposed program. Otherwise, please indicate with N/A.

Insert text here. This section is limited to 500 characters (about 1/4 page).

**Faculty Expectations**

**Instructions:** For faculty contributing to the program, describe any expectations for professional activities, student advising or mentorship, and/or teaching and learning innovation. This may include expectations as part of the annual review process.

Insert text here. This section is limited to 500 characters (about 1/4 page).

**Assignment of Teaching to Full-Time Faculty**

**Instructions:** Indicate the estimated percentage of credit hours in the program that will be assigned to full-time faculty members.

Insert text here (e.g., 50%, 75%, 100%).

**Licensure and Certification**

**Instructions:** Indicate whether the proposed program is designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation for which the program prepares students. If yes, please provide a brief description of the licensure or certification.

Insert text here. This section is limited to 500 characters (about 1/4 page).

**Program Accreditation**

**Instructions:** Indicate whether specialized accreditation will be sought for the program. If so, please include the name of the accrediting body and describe the process and timeline for receiving accreditation.

Insert text here. This section is limited to 500 characters (about 1/4 page).

**Financial Projections and Program Viability**

**Instructions:** Briefly describe resources that are required to offer the proposed program and how those resources will be secured. If funding is needed to develop new courses, renovate existing classroom space, hire new faculty, etc., how will these costs be covered? Additionally, include a completed copy of Appendix C in your submission.

Insert text here. This section is limited to 3,000 characters (about 1 page).

**Faculty Hiring**

**Table 3 Instructions:** Indicate the total number of new faculty hires that will be needed within the first five years of the program, assuming enrollment projections are met. For example, if one tenure track faculty member is expected to be hired in Year 2 and another in Year 4, contingent on meeting enrollment projections, the number of hires indicated for tenure track faculty in Table 5 should be two (2). Additional context for such hires should be provided in the above section.

*Table 3. Additional faculty required to offer program*

|  |  |
| --- | --- |
| Level | # of Hires |
| Tenure track |  |
| Non-tenure track |  |
| Post-doctoral fellows |  |
| Graduate assistants |  |
| Adjuncts |  |

**Long-Term Steady State Enrollment Estimate**

**Table 4 Instructions:** For steady state enrollment, indicate the total number of students expected to be enrolled in the program, on average, each year after the program has fully launched. This may be the same as projected Year 5 enrollment or could reflect a year further into the future, depending on expectations around how long it will take for the program to fully mature.

*Table 4. Steady State Enrollment Estimate*

|  |  |
| --- | --- |
| Projected Steady State Enrollment |  |

**Minimum Enrollment for Program Viability**

**Table 5 Instructions:** For minimum enrollment, please indicate the minimum number of students that need to be enrolled in the program for it to be both academically viable (e.g., vibrant learning environment, to support a class section, sufficient support for faculty research, etc.) and financially viable (e.g., this will differ from program to program, but generally means the enrollment at which program revenue covers program costs).

*Table 5. Minimum Enrollment for Program Viability Estimate*

|  |  |
| --- | --- |
| Minimum Enrollment for Viability |  |

**Criteria for Discontinuation and Exit Strategy**

**Instructions:** Describe the criteria under which the program should be reviewed, put on hiatus, and discontinued.

Insert text here. This section is limited to 500 characters (about 1/4 page).

**Appendices**

**Instructions:** Label the appendices as indicated below. Do not re-order the appendices. If additional appendices are desired, label as Appendix D, E, etc.

1. Internal and External Letters of Support
2. Program Curriculum, Learning Outcomes, and Mapping
3. Program Budget

1. “Classroom” generally refers to programs that can be completed 100% face-to-face; “Online” generally refers to programs that can be completed 100% online; and “Hybrid” refers to programs that can be completed using both modalities. However, each campus may maintain different definitions of these terms. [↑](#footnote-ref-2)
2. CIP codes can be accessed [here](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56). Ensure you are using CIP 2020 codes, rather than CIP 2010 codes. [↑](#footnote-ref-3)