NEW NON-DEGREE PROPOSAL FORMAT GUIDELINES: PROCESS E

Use this guideline to propose a new non-degree program proposal (e.g., minor, specialization, concentration, certificate). Definitions and parameters for these programs are on the Curricular Definition page.

Process E proposals must include a completed Library Resource Form and clearly defined program goals following university established guidelines for student learning goals and outcomes.

Process E proposals require College Curriculum Committee hearing, a Senate Curriculum Committee hearing, and are presented to the Full University Senate for formal vote. If approved they are forwarded to the Provost’s office, and before final implementation must be announced to the BOT Academic Affairs Subcommittee and the full BOT and (depending on the type of program) the state.

Please note: the italic text below is explanatory for sponsors, and not to be included in the proposal.

Abstract: A one-page abstract must address the following:

a. Program Title:
b. Sponsors: The person(s) initiating and the department sponsoring the proposal should be indicated. For interdisciplinary courses, joint sponsorship by all concerned departments is desirable. Primary sponsorship for the proposal and responsibility for administration of the course must be clearly indicated.
c. Classification of Instructional Program (CIP) Code: CIP Selector
d. General Merit of the Program:
e. Relationship to Pre-Existing Programs or Offerings:
f. Summary of Curriculum: hours and courses
g. Implementation Time Frame: Date the program will be offered
h. Resources Required (technology, staff, space):

I. DETAILS

a. Program Title: Name of the program

b. Sponsor(s): The first sponsor listed will be considered the lead sponsor and must be an active faculty member. For interdisciplinary programs, joint sponsorship by all concerned departments is desirable. For interdisciplinary programs across colleges, a secondary dean should sign the submission form.

c. Classification of Instructional Program (CIP) Code: (CIP Selector).

d. Program Scope/Size: This refers to the number of students initially expected and the anticipated growth.

e. Requirements for Admission and Graduation:
   1. Admission (GPA/YEAR/Prerequisites):
   2. Graduation: Requirements beyond completions of required courses (such as GPA)
3. **Student Status**: indicates requirements for a student to stay in the program.

f. Implementation Date:

g. **Resource Requirements:**
   1. **Equipment, space, computing, etc.**: State if additional resources are necessary or if current resources are sufficient.
   2. **Staffing Resources**: State if new faculty resources are necessary to staff/support the program, or if current resources are sufficient.
   3. **Library Resources**: attach a completed Library Resource Form. If additional resources are required, explain how they will be acquired.

h. **Related Curriculum Proposals Being Simultaneously Submitted**: List only proposals directly related to this proposal. For example, new course proposals. If none, state NONE.

II. **General Merit of the Program**: **Succinctly explain (in 2 to 3 paragraphs total)** the program’s academic merits as they relate to the mission of the University and/or the goals of the department/college as well as the need for the program, e.g., student benefits/demand and/or labor market needs.

   **Rational**: If applicable, use this section expand on justifications for programs that exceed suggested guidelines or to justify any possibly perceived unusual aspects of the program. If there are no unusual elements, this section can be omitted.

III. **PROGRAM DESCRIPTION**:

   a. **Program Goals**: Outline the expected Program Goals, Student Learning Goals, and Student Learning Outcomes following university established guidelines. Proposals to be housed within existing programs should use the relevant assessment grids to inform their discussion.

   b. **Program Curriculum**:

      1. **Program Structure**: Outline program structure and courses (core/required courses, electives, etc.,) with course and total hours. Identify new courses associated with the program.

      2. **Sequence of course work**: Courses that would typically be taken term by term, pointing out any course prerequisites.

   c. **Administration**: Describe the administrative organization of the program with details of the specific role of each group and/or department.

   d. **Program Evaluation**: Explain the procedures that will be used to assess the success of the program in meeting its goals and objectives.
IV. RESULTS OF CONSULTATION

a. **List of all parties consulted**: Letters of consultation MUST be included from all departments or programs (chairs or coordinators) that have similar course content or might otherwise be affected by this proposal. If the proposal is interdisciplinary, evidence concerning consultation with all departments potentially involved must be included.

b. **Consultation letters**: Copies of emails are acceptable: Letters from all parties listed as consults must be included.