

***Alabama Commission on Higher Education***

**PROPOSAL FOR A NEW GRADUATE DEGREE PROGRAM**

**A. General Information**

1. Institution:
2. Date of Proposal Submission :
3. Institutional Contact Person:  
Telephone:  
Fax:  
E-mail:
4. Program Identification--  
Title:  
Degree:  
CIP Code:
5. Proposed Program Implementation Date:
6. Program Administration  
College or School:  
Dean:  
Department:  
Chairperson:

**B. Program Objectives and Content**

1. List the objectives of the program as precisely as possible. The objectives should address specific needs the program will meet (institutional and societal) and the expected student learning outcomes and achievements. This is an extremely important part of the proposal. The objectives should lend themselves to subsequent review and assessment of program accomplishments.
2. Will this program be related to other graduate programs at your institution? If so, how?
3. Please identify any existing program, option, concentration or track that this program will replace.

4. Is it likely that this program will reduce enrollments in other graduate programs at your institution? If so, please explain.
5. List new courses that will be added to your curriculum specifically for this program. Indicate number, title and credit hour value for each course.
6. Please list any existing undergraduate programs at the institution which are directly or indirectly related to the proposed graduate program. If this is a doctoral proposal, also list related master's programs at your institution.

7. Program Completion Requirements--

Credit hours required in major courses:

Credit hours required in support courses:

Credit hours in required or free electives:

Credit hours for thesis or dissertation:

Additional requirements such as preliminary qualifying examination, comprehensive examination, thesis, dissertation, practicum or internship, some of which may carry credit hours included in the list above.

Please attach a typical curriculum by semester to this proposal as Appendix A.

8. Accreditation

If there is a recognized (USDE or CHEA) specialized accreditation agency for this program, please identify the agency and explain why you do or not plan to seek accreditation.

C. Program Admissions Requirements, Enrollment Projections and Completion Projections

1. Describe briefly the criteria and screening process that will be used to select students for the program.
2. Please describe your methodology for determining enrollment projections. If a survey of student interest was conducted, please attach a copy of the survey instrument with a summary of results as Appendix B.

3. Provide a realistic estimate of enrollment at the time of program implementation and over a five-year period based on the availability of students meeting the criteria stated above.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Full-time Enrollment						
Part-time Enrollment						
FTE Enrollment						

4. Projected Program Completion Rates.

Please indicate the projected number of program graduates for the first five years.

Year 1	Year 2	Year 3	Year 4	Year 5	Total

#### D. Program Need Justification

1. Will the program satisfy a clearly documented need (institutional and societal) in an effective and efficient manner? If the program duplicates or closely resembles another program already offered in the State, can this duplication be justified? What characteristics of the identified need require that it be met by a new program rather than an existing program? *(Note: In explaining how the proposed program meets this criterion, an institution may refer to the criterion on collaboration and develop a response that addresses both criteria simultaneously).* For purposes of this criterion, duplication is defined as the same or similar six-digit CIP code and award level in the Commission's academic program inventory. Institutions should consult with the Commission staff during the NISP phase of proposal development to determine what existing programs are considered duplicative of the proposed program.
2. Based on your research on the employment market for graduates of this program, please indicate the total projected job openings (including both growth and replacement demands) in your local area, the state, the SREB region, and the nation. These job openings should represent positions that require graduation from a program such as the one proposed.

### Projected Job Openings

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Local						
State						
SREB						
Nation						

3. Please give a brief description of the methodology used to determine the projected job openings. If a survey of employment needs was used, please attach a copy of the survey instrument with a summary of results as Appendix C.
4. If the program is primarily intended to meet needs other than employment needs, please present a brief rationale.
5. If similar programs are available at other institutions in the state, will any type of program collaboration be utilized? Why or why not? What specific efforts have been made to collaborate with institutions to meet the need for this program? Address qualitative, cost, and access considerations of any collaboration that was considered.
6. Please identify any similar programs at institutions in other SREB states. If the proposal is for a doctoral program, also identify similar programs in the nation.
7. Will any type of distance education technology be utilized in the delivery of the program on your main campus or to remote sites? If not, why? Address the quality, access and cost considerations of using distance technology in the program.

#### E. Program Resource Requirements

1. Number of currently employed qualified faculty who will teach in the program:

Primary Faculty--

Full-time:

Part-time:

Support Faculty--

Full-time:

Part-time:

Please attach the curriculum vita of each existing faculty member to this proposal as Appendix D.

2. Number of additional qualified faculty who will be employed to teach in the program during the first five years:

Primary Faculty--

Full-time:

Part-time:

Support Faculty--

Full-time:

Part-time:

3. Briefly describe the qualifications of new faculty to be hired.
4. Briefly describe available and additional support staff that will be provided for the program.
5. Describe any special equipment that is necessary for this program, indicating what is currently available and what would be added, including the cost of any additional equipment.
6. Describe facilities required for the program, indicating what is currently available and any necessary renovations or additional facilities that would be added. Provide a cost estimate for any renovations or additions.
7. Using the Collection Assessment Manual of the Network of Alabama Academic Libraries (NAAL), provide an indication of the current status of the library collections supporting the proposed program. Please describe how any deficiencies will be remedied, including the cost of such remedies.
8. How many assistantship/fellowship stipends will be provided and what will be the range of support involved?

F. Costs and Financial Support of the Program

Provide a realistic estimate of the costs of the program. This should only include the additional costs that will be incurred, not current costs. All sources and amounts of funds for program support should be indicated.

### Estimated New Funds Required to Support the Program

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Faculty*						
Library						
Facilities						
Equipment						
Staff						
Assistantships/ Fellowships						
Other						
Total						

\*Additional faculty salaries should be shown in all five years

### Sources and Amounts of Funds Available for Program Support

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Internal Reallocation						
*Extramural						
Tuition						
Total						

\*Attach a statement identifying actual or probable sources of extramural funds for the program as Appendix E. Be as specific as possible.

#### G. Institutional Program Evaluation and Approval Process

1. Please describe the process used by your institution in its internal evaluation and approval of this program.

2. It is expected that the institution will utilize one or more external consultants for all doctoral program proposals and the more esoteric or unusual master's programs. Please attach the consultant's report as Appendix F.

#### H. Program Review and Assessment

Approval of this program will be on the basis of certain program outcomes agreed upon by the institution and the Commission. The outcomes will be based on the stated objectives of the program and enrollment and productivity projections. In the final analysis, the institution and its governing board are accountable for the quality, utility and productivity of this and all other programs of instruction. With this in mind, please describe the procedures that will be used in assessing program outcomes. Among other things, include an assessment process for student learning outcomes and a follow-up plan to determine accomplishments of graduates such as obtaining relevant employment or being admitted to a doctoral program.

*F:\New Programs\PROPOSAL new grad ACHE form rev. 8-01.doc*