**GUIDELINES FOR APPROVAL OF NEW PROGRAMS**

**Revised November, 2014**

Directions. Proposals for new programs, on campus or via distance education, must follow these procedures. Proposal originators must provide thorough information on all aspects of the proposed program and address issues raised during the review process of new programs. The guidelines contain information on proposal preparation, the approvals needed to initiate a new program, and time lines for the approval process.

In preparing the proposal, the writer should follow the guidelines' numbered sections in sequence, so that the proposal presents all relevant information in the order suggested.

If some subsections do not apply to a specific proposal, the writer should state this. Or, the writer may wish to combine two or more subsections into one paragraph; in that case, the numbering of the paragraph should indicate that subsections have been combined (e.g., 1.2-1.5). Typically, proposals are twelve to fifteen pages long; special materials may be placed in appendices.

**Note to Proposal Writers on Format and Contact Information**

To facilitate the review process proposals should have appropriate page numbering and footers indicating the name of the program proposal similar to this document. The date of any draft submitted should be clearly indicated at the end of the document.

Please also provide a name and phone number on a page separate from the proposal document of the person to be contacted should the review committees have any questions.

**Approval Process for New Programs**

A proposal for a new program requires several levels of review and approval. The various levels are listed below in order.

1. **Department and School/College Approval**

Approval of the departmental faculty, the school/college faculty governing body, and the dean should be indicated via a memo or approval page with signatures of the department chair, chair of the faculty governing body, and dean.

1. **Online Program Approval**

If the new program or an existing program is to be delivered online, or through other creative use of technology, all courses must be approved through the online course approval process, reviewed by the Compliance Officer, and then approved by the Distance Learning Technology Committee.

1. **Off-Campus Program Approval**

Off-campus face-to-face programs (extensions, affiliations) must be reviewed by the Compliance Officer and the Director of Off-Campus Programs and then be approved by the Off-Campus Programs Committee.

1. **Undergraduate/Graduate Council Approval**

1. The Chair of the Program Development and Review Committee reviews the proposal for adherence to the Process for Approval of New Programs and may request additional documentation from the proposal originators before submitting it to the committee for evaluation.

2. The Program Development and Review Committee will review the proposal and may ask for or send it back for further information. Proposal originators should be present at the PDRC to give a brief presentation and answer any questions. When the PDRC is satisfied that all concerns have been addressed, the proposal is sent to the Undergraduate/Graduate Council for approval.

4. At the Council, the originators of the proposal make an oral presentation and answer questions that may arise. At the meeting, the Council votes on approval of the proposal, and, if approved, forwards the proposal to the Office of the Provost / Vice President for Academic Administration.

1. **Academic Administration and Board of Trustees Approval**

1. The Provost reviews the proposal in consultation with the Chief Financial Officer. They may request additional clarification.

2. The Board of Trustees reviews the proposal and makes the final evaluation and authorization.

3. NCA-HLC Approval. As of July 2010, the Higher Learning Commission has instituted new procedures for the approval of new programs. Please see <http://ncahlc.org>, and click on Maintaining Accreditation on the side bar, then choose Institutional Change. If Commission approval is required, the average timeframe is three months, depending on the completeness of the application.

4. Once the program has been approved, it may be publicized. Admission, program, and course codes will be established for the program.

**Time lines for the Approval Process**

Generally, a minimum of twelve months is required for the approval of new programs.

* Program Development and Review Committee and the Undergraduate and Graduate Councils meet monthly during the academic year. The review by the PDRC requires at least one meeting, and may require more, depending on the complexity of issues to be resolved. The Undergraduate and Graduate Councils' review generally takes one meeting.
* The Off-Campus Programs Committee meets monthly. Approval of online courses and programs, however, is an extensive process and will likely require significantly more time.
* The Provost will need at least one month to fully review the proposal in consultation with the Chief Financial Officer.
* The Board of Trustees considers new program proposals at its regular meetings, and such proposals should receive Board approval at least six months prior to the proposed startup date of the program.
* Programs to be initiated in a Fall Term should receive full approval during the preceding fall in order to be included in the bulletin.

New Program Application

**November 9, 2014**

|  |  |
| --- | --- |
| Program name: | Degree: |
| Major name: | |
| Concentrations: | |
| Expected time to complete (years): | # of credits: |
| Department: | |
| School: | |
| Intended start date: | |

# Executive Summary

Provide a brief summary or abstract of the program.

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# Needs Assessment

1. Perceived Need. Specify the needs to be met by the program, using documentation from appropriate national, state, local, professional, and disciplinary resources.
2. Meeting the Need. Explain how the program will meet the needs described above.
3. Program Overlap. Describe any overlaps with other programs at Andrews University and justify any duplication of programs. If overlap exists with another unit, that unit should be invited to prepare a commentary on the proposal for the new program. Describe any cooperative relationships, if appropriate.
4. Institutional Mission. Describe how the program will further the University's mission and initiatives in the Strategic Plan, as well as the more specific plans of the unit(s) involved.
5. Program Demand. Discuss indicators of student demand for the program, including appropriate marketing research.
6. Competition. Show how the proposed program will compete for students on a national or regional level.
7. Projected Enrollment. Indicate the projected enrollment in the program, the probable source of students, and the projected number of graduates.
8. Consultative and Advisory Resources. Discuss the sources and extent of advice and consultation that have been used in formulating the new program (e.g., industry, professional, business advisory groups).

# Program Description

1. Mission, Goals, & Student Learning Outcomes. Provide the mission/purpose of the program. List the broad goals and the specific, measurable student learning outcomes. (What will graduates of the program know and be able to do?)
2. Program Distinctiveness. Describe the uniqueness or distinctiveness of the program.
3. Curriculum.
4. Describe the curriculum, identifying major and minor options, concentrations or tracks, and any other specific requirements, such as research, field work, internship, etc.; include discussion of any experimental or unique components. Indicate that the number of upper division or advanced courses is adequate to the level of the program.

Note: Graduate School minimums for advanced courses are:

* For master’s degrees, 75% of the course work the program must be 500- level or higher.
* For doctoral programs, 100% of the course work must be 500-level or higher.

1. List the required or core courses, cognates and electives for the program, indicating the course number and title, the number of credits, the frequency of the course offerings and a brief description of each course.

* On the list of courses, differentiate between existing courses and new courses to be developed. Submit New Course Proposal forms along with the proposal.
* Interdisciplinary programs should include a capstone seminar or course that integrates the materials from the various disciplines; the proposal should make clear the interdisciplinary nature of the program and how the interdisciplinary perspective will be achieved.
* If any required courses will be provided by another department, provide a memorandum of collaboration from the cooperating department(s).

1. Provide a typical plan of work for students in the program. Differences in concentrations, thesis or project requirements, or full-time/part-time study may have serious impact on the plan of work; include separate plans of work where such differences occur.
2. Admission Requirements. The University provides minimum criteria for admission, acceptable academic standing and progress toward the degree, and graduation. Many programs, however, have standards which exceed these basic minimums, and, in some cases, standards are imposed by national accreditation organizations. This section of the proposal should describe the exact criteria the new program will use. If the University admission requirements will be used, that policy should be clearly stated.
3. Identify any required background experience or credentials, such as course work in specific disciplines; any required degree, certificate, or licensing; any professional or field experience required.
4. Describe any other specific admission requirements, such as letters of recommendation, statement of objectives, personal interview, or special exams (such as the GRE or GMAT).
5. For Graduate Certificates, indicate whether students may be admitted while concurrently enrolled in a graduate degree program or not. Indicate whether a separate departmental admission application is required (in addition to the Graduate Admission Application).
6. Graduation Requirements.
7. *Number of Credits.* Indicate the total number of credits required for the degree as well as their distribution among core / required courses, concentrations / tracks, cognates / minors, and any special requirements such as research, field work, internship, etc. (The specific courses for the program are to be listed in Section 3.4.2.) For master's programs, indicate whether thesis / project options will be available and describe the requirements for each. For undergraduate programs, specify which general education package (BA, BS, professional) will be taken and give justification for the choice made.
8. *Grade Point Average.* Describe the standard of performance expected, and any limitations on C grades that the program will impose.
9. *Progress toward Degree.* Explain whether full-time and/or part-time enrollment is expected of students. For Graduate Certificates, indicate whether the completion of a master's degree or a specific number of credits toward the master's degree is required before the Certificate is awarded. State the time limitation for earning the degree.
10. Bulletin Copy. Prepare the program description for the Bulletin; insert it into an appendix.

# Program Assessment and Standards

1. Pedagogy. Document adherence to best pedagogical practice in the discipline.

1. Outcomes Assessment. Provide an initial draft of what methods will be used to measure the outcomes listed in the previous section (comprehensive exam, final project, etc).
2. Curriculum Map. Provide a curriculum map showing where the learning outcomes will be addressed in the curriculum, and where the major measures will occur in the sequence of courses.
3. Accreditation. If the program is in an area in which professional or specialized accreditation is available, indicate the basic achievements necessary to meet such requirements. If there are plans to seek such accreditation, indicate the timetable and the resource commitments needed to achieve accreditation. If there are no plans to seek accreditation when it is available, explain why not.
4. Program Review. Andrews University expects a process of Program Review. Explain plans to evaluate the new program at the end of the first graduating class year.

# Program Administration

1. Administrative Structure. Describe the administrative structure for oversight of the program, i.e., whether by the department as a whole, or by a special advisory committee, or by a director.
2. Specific Responsibilities. Describe the structure responsible for recruitment, admissions, student advising and progress, curriculum development, and program evaluation, i.e., whether there will be separate committees / individuals responsible for each area or committees/individuals with several responsibilities.
3. Selection Process. Describe the selection process for the above committees / individuals and any special qualifications required. For interdisciplinary programs describe mechanisms to assure representation of all participating units.
4. Mentoring and Advising of Students. Discuss the advisory system to be implemented for mentoring and counseling the students in their progress toward degrees.

For programs requiring research, describe the process by which students will identify appropriate research advisers and indicate the point in the program at which the adviser and committee (if indicated) should be identified. Describe also the expected frequency of meetings between the student and the research adviser and full advisory committee.

# Program Resources

This is one of the most important sections of the proposal. The Undergraduate and Graduate Council will approve only those programs that have a secure intellectual and financial base.

1. Faculty Resources. List all faculty (regular and adjunct) participating in the new program. Indicate their current teaching and advising loads. Describe plans to fit new program responsibilities within these loads. Document how this new program will affect faculty workloads.
2. Faculty Qualifications. Assess the ability of the unit to conduct the program, and describe the number and qualifications of the faculty, as well as access to resources outside the unit. Describe the qualifications of any Graduate faculty in sufficient detail to allow Graduate Council to evaluate their ability to sustain the program. If commitments for new faculty have been approved by the Vice President for Academic Administration those should be described in the proposal, along with an assessment of the availability of individuals to fill them.
3. Physical Facilities. Describe the physical facilities and equipment available to support the new program. Particular attention should be given to facilities for graduate student research or professional training. If new educational equipment or training aids will be required, identify the source(s) of funding and provide letters of commitment to provide the required funding.
4. Library Support. Describe the library support that is available to meet the needs of the new program, indicating what new acquisitions will be required. Attach as an appendix a completed library evaluation following the guidelines found in the “Evaluation of Needed Library Support for New Academic Programs” available from the James White Library.
5. Interdisciplinary Programs. In the case of interdisciplinary programs, each department that will provide instruction should be asked to furnish a letter of support, which details the availability of resources it will contribute, as described in the proposal (faculty, course scheduling, student enrollment, etc.), and assures that its courses used in the program will continue to be available.

# Financial Analysis

The resources described in the previous section will require a variety of costs including time, money, and effort. In this section, those costs should be described as completely as possible. Although the Councils do not make budgetary decisions, the

Councils require an understanding of how the costs of this program will be met.

1. Expenditures. Project the estimated expenditures of the next two-three years for the proposed program in terms of faculty and staff FTE.'s, library costs, supplies, and equipment for both classroom and research activity. If faculty and staff who are currently performing duties in one program will also be responsible for the new program, then discuss their ability to adequately support the new program.
2. Revenue. Identify sources of revenue to support the program. Describe any special grants which may be sought to support the new program and the impact of these expenditures on any existing programs.
3. Student Financial Aid. If financial aid to students is necessary to maintain enrollment in the program, indicate how this issue will be addressed.