**New Degree Program Proposal Request (Updated August 2024)**

**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: | Classroom  Hybrid  Online |
| CIP Classification (6-digit): | Insert here |
| Total Credit Hours: | Insert here |
| Delivery Site: | Insert here |
| Proposed Implementation Term: | Insert here |
| Expected Term of 1st Completion: | Insert here |

**Brief Program Description and Rationale**

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 or the University’s Strategic Plan, or unmet gaps or needs that the program will address. *NOTE: This section is limited to 500 words.*

Insert here

**Student Population and Preparation**

|  |  |
| --- | --- |
| Describe any special admissions procedures, requirements, or student qualifications that exceed regular university admissions standards. Otherwise, indicate N/A. | Insert here |
| Describe the target student population for the proposed program. If no specific target audience has been identified, indicate N/A. | Insert here |

**Student Learning Outcomes and Assessment**

List the learning outcomes for the program, e.g., what students are expected to know and be able to do upon the completion of the program. In addition, describe, briefly, how each learning outcome will be assessed. *NOTE: Add additional rows as needed.*

|  |  |
| --- | --- |
| 1 | * Learning Outcome: Insert here * Assessment Plan: Insert here |
| 2 | * Learning Outcome: Insert here * Assessment Plan: Insert here |
| 3 | * Learning Outcome: Insert here * Assessment Plan: Insert here |
| 4 | * Learning Outcome: Insert here * Assessment Plan: Insert here |

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

Insert here

**Program Structure**

Describe the structure of the program below. *NOTE: Add additional rows to tables as needed. Proposals should check and account for course prerequisites when building the curriculum.*

1. Total credits required for graduation: Insert here
2. Residency requirements, if any: Insert here

General Education

1. Total general education credits: Insert here

General education coursework or distribution areas:

|  |  |  |
| --- | --- | --- |
| **Course #** | **Credits** | **Course/Distribution Area Title** |
| Put “N/A” if distribution area. |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

Major/Degree-Specific Requirements

1. Total major/degree-specific credits: Insert here

|  |  |  |  |
| --- | --- | --- | --- |
| **Course #** | **Credits** | **Course Title** | **Existing, Modified, or New Course** |
|  |  |  |  |
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Emphasis Area Requirements (if applicable): Emphasis areas refer to options within a program of study that will appear on a student’s transcript. These differ from other types of options using a variety of names (e.g., tracks, focus areas, concentrations, etc.).

Does this program have one or more emphasis areas?  Yes  No

*Emphasis Area 1: Insert emphasis area title here.*

1. Total credits for emphasis area: Insert here

|  |  |  |  |
| --- | --- | --- | --- |
| **Course #** | **Credits** | **Course Title** | **Existing, Modified, or New Course** |
|  |  |  |  |
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*Emphasis Area 2: Insert emphasis area title here.*

1. Total credits for emphasis area: Insert here

|  |  |  |  |
| --- | --- | --- | --- |
| **Course #** | **Credits** | **Course Title** | **Existing, Modified, or New Course** |
|  |  |  |  |
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1. Free Elective credits: Insert here
2. Requirements for thesis, internship or other capstone experience: Insert here
3. Any unique features such as interdepartmental or intercampus collaboration: Insert here

**Student Enrollment, Completion and Outcomes**

*Student Enrollment Projections, Years 1-5*

**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 continuing students from Year 1. Projections should also account for student attrition.

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

*Student Completion Projections, Years 1-10*

**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 estimate for Year 6 should reflect the total number of students expected to earn the degree in Year 6.

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

**Evidence of Workforce and Student Demand**

Provide evidence of market demand for the proposed program. Cite national, regional, state, and/or local data. This could include but is not limited to conducting an analysis using Lightcast or the Bureau of Labor Statistics. Link the evidence in this section to the enrollment projections provided in the previous section. *NOTE: This section is limited to 500 words.*

Insert here

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

Detail any similar programs offered by your university, other UM System universities, other Missouri public universities, and [peer institutions](https://www.umsystem.edu/ums/fa/ir/peergroup/). Describe how the proposed program is unique, any plans to collaborate with other similar programs, and/or any discussions about the proposal with similar programs. *NOTE: This section is limited to 500 words.*

Insert here

**Program Quality Assurance and Accreditation**

|  |  |
| --- | --- |
| If applicable, describe any special requirements/credentials/training required for faculty to teach for this proposed program. Otherwise, indicate N/A. | Insert here |
| Indicate the estimated percentage of credit hours that will be assigned to full-time faculty members. | Insert here |
| For faculty contributing to the program, describe any expectations for professional activities, student advising/mentorship, and/or teaching and learning innovation. | Insert here |
| Indicate whether specialized accreditation will be sought. If so, include the name of the accrediting body and briefly describe the process and timeline. | Insert here |
| 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/certification. | Insert here |

**Financial Projections and Program Viability**

Briefly describe the resources that will be required to offer this program and how those resources are or will be secured. *NOTE: This section is limited to 500 words.*

Insert here

*Additional faculty required to offer program*

|  |  |
| --- | --- |
| Level | Number of Hires |
| Tenure track | Insert here |
| Non-tenure track | Insert here |
| Post-doctoral fellows | Insert here |
| Graduate assistants | Insert here |
| Adjuncts | Insert here |

**Minimum Enrollment for Program Viability:** Indicate the minimum number of students that need to be enrolled in the program by Year 5 for the program to be academically and financially viable.

|  |  |
| --- | --- |
| Minimum Enrollment at Year 5 | Insert here |

**Criteria for Discontinuation and Exit Strategy:** Describe the criteria under which the program should be reviewed, put on hiatus, and discontinued. *NOTE: This section is limited to 250 words.*

Insert here

**Financial Projections Years 1-5 Spreadsheet**: Please complete the separately provided Financial Projections spreadsheet and include in your submission materials. It is assumed that this document will be completed collaboratively by those with subject matter expertise (e.g., in the discipline of the proposed program) as well as representative(s) from the college/university fiscal office.