

Nevada System of Higher Education

ACADEMIC PROGRAM PROPOSAL FORM

DIRECTIONS:

1. Use this form when proposing a new major or primary field of study, or new degree or certificate (30+ credits) program.
2. For more detail on the NSHE program approval process, see the last page of this form.
3. Use the “Academic Program Proposal Checklist” found on <https://www.unlv.edu/provost/vpap/actions> to complete the process.
4. DO NOT modify this form in any way. **Use the same font and size throughout the form.**
5. Use the “Proposal Form Guidance” for direction on what to include in each section.
6. The “NSHE Cost Estimate Form” must accompany this form. Use the “New Program Cost Estimate Guidance” and the “New Program Cost Estimate Worksheet” for direction on what to include in each section and how to calculate the numbers.
7. Use the “Determining Student FTE” to calculate FTE on the proposal and cost estimate.
8. The Dean or Vice or Associate Dean must review this proposal before it is submitted.

DATE SUBMITTED:

REQUEST TYPE (select one):

- ☐ **New Degree** **It is not a new degree if it is listed below.**
- ☐ **New Major or Primary Field of Study** **This is what is new.**
- ☐ **New Emphasis (BAS only)**

DEGREE TYPE (select one):

- | | |
|--|---|
| <input type="checkbox"/> Certificate: 30+ Credits | <input type="checkbox"/> AA/AS |
| <input type="checkbox"/> Associate of Science (AS) | <input type="checkbox"/> Bachelor of Applied Science (BAS) |
| <input type="checkbox"/> Associate of Applied Science (AAS) | <input type="checkbox"/> Bachelor of Science (BS) |
| <input type="checkbox"/> Bachelor of Arts (BA) | <input type="checkbox"/> Master of Arts (MA) |
| <input type="checkbox"/> Master of Science (MS) | <input type="checkbox"/> Other or Named Degree (list): |
| <input type="checkbox"/> Doctor of Philosophy (Ph.D.) | |
| <input type="checkbox"/> Associate of Arts (AA) | |

MAJOR OR PRIMARY FIELD OF STUDY (e.g. Animal Science):

WAS THE PROPOSED DEGREE INCLUDED IN LAST NSHE PLANNING REPORT?

(To view NSHE Planning Reports, visit <https://www.nevada.edu/ir/page.php?p=planning>)

- ☐ **Yes**
- ☐ **No** **Any proposed degree must be on the NSHE Planning Report.**

TOTAL NUMBER OF CREDITS TO PROGRAM COMPLETION:

PROPOSED SEMESTER/TERM OF IMPLEMENTATION: **This date should be at least a year from now.**

Action Requested (specify full program title): **Approval is requested for a new (complete name of degree) in the college or school of (fill in).**

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- A. Brief description and purpose of proposed program. For proposed certificates (30+ credits), provide any existing degree or program under which the certificate falls.**
This should be a short, to the point, description of the purpose of the degree. No longer than 2 short paragraphs.
- B. Provide a list and description of institutionally approved expected student learning outcomes.**
The learning outcomes must be approved by the Director of Academic Assessment.
- C. Provide an institutionally approved plan for assessing student learning outcomes.**
The new program assessment plan must be approved by the Director of Academic Assessment. Once approved, attach it as an appendix.
- D. Contribution and relationship of program objectives to:**
Not every degree will contribute to every one of the NSHE Master Plan Strategic Goals. Choose several that will show strong connections.
- i. NSHE Master Plan / Strategic Goals.**
 - a. Access – *Increase participation in postsecondary education.***
Describe how the proposed program will contribute to increased participation in postsecondary education.
 - b. Success – *Increase student success.***
Describe how the proposed program will contribute to increased student success.
 - c. Close the Achievement Gap – *Close the achievement gap among underserved populations.***
Describe how the proposed program will contribute to closing the achievement gap among underserved populations.
 - d. Workforce – *Collaboratively address the challenges of the workforce and industry education needs of Nevada.***
Describe how the proposed program will contribute to addressing the challenges of the workforces and industry education needs of Nevada.
 - e. Research – *Co-develop solutions to the critical issues facing 21st century Nevada and raise the overall research profile.***
Describe how the proposed program will contribute to solutions to the critical issues facing 21st century Nevada and raise the overall research profile.
 - ii. Institutional mission and core themes.**
Describe how the program's outcomes contribute to the mission and one or more of the Core Themes on this page <https://www.unlv.edu/top-tier/progress>.

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iii. Campus strategic plan and/or academic master plan.

This should describe how the program's outcomes to the mission and one or more of the Core Themes on this page <https://www.unlv.edu/toptier/progress>.

iv. Other programs in the institution.

How will this program's outcomes relate and contribute to other programs in the institution?

v. Other related programs in the System.

If there are related programs in the NSHE system, how will this program's objectives relate and contribute to them?

E. Evaluation of need for the program.

i. The need for the program and the data that provides evidence of that need.

Provide data that proves the program is needed. Several students requesting it does not constitute evidence.

ii. Student population to be served.

Who are the students and where will they come from who will enroll in the program? If students are expected to come from other programs within the institution, what is the plan to recruit those students?

iii. Procedures used in arriving at the decision to offer the program.

What was the impetus for developing this program?

What is the faculty support for this program?

iv. Organizational arrangements required within the institution to accommodate the program.

Is there enough faculty to start the program? Will new faculty need to be hired in the first five years of the program? If so, how many? This must match the cost estimate.

Is there office space for any new faculty? Is there lab space, if needed?

Where will the funding come from for the program?

If this is an interdisciplinary program, discuss the arrangements for the various colleges/schools to be involved.

Will GAs be requested? If so, what has the Graduate College said about the request?

i. The timetable, with dates, for implementation steps.

The faculty voted on the program on (insert date) and the vote was (insert results).

The pre-proposal was approved by the Office of the Executive Vice President and Provost (Vice Provost for Academic Programs) on (insert date).

If a graduate program: The Graduate College leadership approved the program concept on (insert date).

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The curriculum was approved by the college/school Curriculum Committee on (insert date).

The full proposal was approved by the Office of the Executive Vice President and Provost (Vice Provost for Academic Programs) on (insert date).

If a graduate program: The Graduate College Program Committee approved the curriculum and the program on (insert date(s)).

If an undergraduate program, the Faculty Senate approved the curriculum on (insert date) and the program on (insert date)

The program proposal will be submitted for the (insert date) NSHE Academic Affairs Council.

If approved by the NSHE Academic Affairs Council, the proposal will be moved forward for the (insert date) Board of Regents agenda.

If approved, the proposal will be submitted to the Northwest Commission on Colleges and Universities for approval and inclusion in the university's accreditation.

If approved, admissions will open in (insert date) and classes will begin (insert year and semester).

ii. If this or a similar program already exists within the System, what is the justification for this addition?

Discuss why this program is needed at UNLV. Include information about discussions with appropriate individuals at the NSHE institution that already has this or a similar program. Does the other institution(s) support UNLV offering the program or are they opposed?

iii. Evidence of employment opportunities for graduates (state and national). Include information on institutional review of the need for the program based on data from the Nevada P-20 Workforce Research Data System

([https://www.nevada.edu/ir/strategic_plan.php?metric=spm4&mid=workforce demand](https://www.nevada.edu/ir/strategic_plan.php?metric=spm4&mid=workforce_demand)), including the supply/demand reports at <http://npwr.nv.gov/reports/student-completion-and-workforce-part-ii/>.

In addition to these resources, the U.S. Department of Labor publishes the Occupational Outlook Handbook, <https://www.bls.gov/ooh/>, which can be useful.

This section requires in-depth discussion of employment opportunities for graduates.

F. Detailed curriculum proposal.

i. Representative course of study by year (options, courses to be used with/without modification; new courses to be developed).

By semester, by year, list the courses to be used in the new program and indicate which courses need to be developed.

Spell out the course abbreviations and supply full course names.

ii. Program entrance requirements.

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What are the admissions requirements? Are there any additional requirements that are specific to this program? Ensure there is no contradiction with the admissions requirements in the appropriate catalog, undergraduate or graduate.

- iii. **Program completion requirements (credit hours, grade point average; subject matter distribution, preprogram requirements).**

List the requirements for gradation.

- iv. **Accreditation consideration (organization (if any) which accredits program, requirements for accreditation, plan for attaining accreditation - include costs and time frame).**

Is there a discipline-specific accreditation? If so, what is the name, the costs, and how long it will take and what are the steps for the degree to become accredited?

- v. **For certificates only: Name of any state, national and/or industry recognized certification(s) or licensing examination(s) for which certificate prepares the student, if applicable.**

G. Method of Delivery (for the purpose of state authorization [NC-SARA]).

- i. **How will this academic program be delivered when the program begins? (mark all that apply).**

☐ 100% face-to-face courses.

☐ Hybrid (some online courses, some face-to-face courses).

☐ 100% online courses.

- ii. **Learning Placements.**

Does the academic program have learning placements (e.g. internships, externships, clinical placements, student teaching, etc.) that *may take place outside the state of Nevada*?

☐ Yes

☐ No

H. Institutional Review Process.

- i. **Date of Faculty Review (may include additional information, as needed).**

Include faculty vote(s)

- ii. **Describe the process for review and approval by the appropriate academic policy body of the institution.**

Initial meeting with Vice Provost for Academic Programs (date)

Pre-proposal approved (date)

If a graduate program, Graduate College approved (date)

Full proposal approved (date)

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Faculty Senate Curriculum or Graduate College Program Committee approval (date)

I. Readiness to begin program.

- i. **List the educational and professional qualifications of the faculty relative to their individual teaching assignments.**

Do not list faculty names; instead use a designation such as a, b, c.

- ii. **List the anticipated sources or plans to secure qualified faculty and staff.**

This needs to match the cost estimate, which is a separate document required by NSHE.

- iii. **Contribution of new program to department's existing programs (both graduate and undergraduate) and contribution to existing programs throughout the college or university.**

How does this program contribute to or enhance existing programs in the department, college/school, and the university?

- iv. **Recommendations from prior program review and/or accreditation review teams.**

J. Resource Analysis.

- i. **Proposed source of funds (enrollment-generated state funds, reallocation of existing funds, grants, other state funds).**

If the college/school is going to contribute funding, the letter of support from the dean must state how much and for how long.

Discuss other funding.

This must match the cost estimate. If grant funding is included, it can only be grants already received or committed.

- ii. **Each new program approved must be reviewed for adequate full-time equivalent (FTE) to support the program in the fifth year. Indicate if enrollments represent 1) students formally admitted to the program, 2) declared majors in the program, or 3) course enrollments in the program.**

- a. **Full-time equivalent (FTE) enrollment in the Fall semester of the first, third, and fifth year.**

1st Fall semester:

3rd Fall semester:

5th Fall semester:

Use the document *Determining Student FTE*.

This must match the cost estimate.

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- (1) Explain the methodology/assumptions used in determining projected FTE figures.

Use the document *Determining Student FTE*.

- b. Unduplicated headcount in the Fall semester of the first, third, and fifth year.

1st Fall semester:

3rd Fall semester:

5th Fall semester:

- (1) Explain the methodology/assumptions used in determining projected headcount figures.

- iii. Budget Projections – Complete and attach the Five-Year Program Cost Estimate and Resource Requirements Table.

Please see the attached Cost Estimate.

K. Facilities and equipment required.

- i. Existing facilities: type of space required, number of assignable square feet, space utilization assumptions, special requirements, modifications, effect on present programs.

Describe existing space that will be used and any effect it will have on current programs.

- ii. Additional facilities required: number of assignable square feet, description of space required, special requirements, time sequence assumed for securing required space.

Discuss any space needs. The Dean's letter of support must include these and that the needs will be supported and actualized by the dean.

- iii. Existing and additional equipment required.

Additional equipment needs must be included in the cost estimate.

L. Describe the adequacy and availability of library and information resources.

Discuss any additional library or other information resources needed. These must be included in the cost estimate.

M. Student services.

- i. Describe the capacity of student support services to accommodate the program. Include a description of admissions, financial aid, advising, library, tutoring, and others specific to the program proposal.

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Do not skip any of the highlighted items.

Discuss whether current student services will be sufficient to support the new students in this program.

- ii. **Describe the implications of the program for services to the rest of the student body.**
Discuss whether current students will notice an impact from new students in this program.

N. Consultant Reports – If a consultant was hired to assist in the development of the program, please complete subsections A through C. A copy of the consultant’s final report must be on record at the requesting institution.

- i. **Names, qualifications and affiliations of consultant(s) used.**
- ii. **Consultant’s summary comments and recommendations.**
- iii. **Summary of proposer's response to consultants.**

O. Articulation Agreements.

- i. **Articulation agreements were successfully completed with the following NSHE institutions. (Attach copies of agreements).**
Generally, this applies only to undergraduate programs.
- ii. **Articulation agreements have not yet been established with the following NSHE institutions. (Indicate status).**
Generally, this applies only to undergraduate programs.
- iii. **Articulation agreements are not applicable for the following institutions. (Indicate reasons).**
Generally, this applies only to undergraduate programs.

P. Summary Statement.

This is the place to sell the new degree being proposed!

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NEW PROGRAM PROPOSALS: **PROCESS FOR APPROVAL BY ACADEMIC AFFAIRS COUNCIL AND,** **IF REQUIRED, THE NEVADA BOARD OF REGENTS**

(October 2017)

Pursuant to Title 4, Chapter 14, Sections 7 and 8 of the Board of Regents *Handbook* and Chapter 6, Section 12 of the *NSHE Procedures and Guidelines Manual*, a new program, as proposed on this form, must be submitted by the NSHE institution for approval by the NSHE Academic Affairs Council. In addition, certain items must also be approved by the Board of Regents. The required approvals are specified below:

Program Proposals Requiring NSHE Academic Affairs Council (AAC) Approval Only

- Certificates 30 credit hours or more;
- Certificates of at least 9 and less than 30 credit hours that provide preparation necessary to take state, national and/or industry recognized certification or licensing examinations; and
- Study abroad programs.

Program Proposals Requiring NSHE Academic Affairs Council AND Nevada Board of Regents Approval:

- Degree, major or primary field of study for baccalaureate, master's, and doctoral level programs (BA, BS, MA, MS, Ph.D., and named degrees);
- Emphases, major or primary field of study within the Bachelor of Applied Science (BAS);
- Primary field of study within an Associate of Arts, an Associate of Science, and an Associate of Business (AA, AS, and AB);
- Primary field of study within an Associate of Applied Science (AAS); and
- Emphasis, concentration, or options that are converted into a major.

Note to Institutions: Following the required approval by the AAC and/or Nevada Board of Regents, institutions should determine whether the item requires submission to/approval by its accrediting organization (NWCCU) and take any necessary next steps with the accrediting organization.