NEW PROGRAM PROPOSAL GUIDELINES AND CHECKLIST

1) Complete the MDHE “New Program Proposal Form” available on the Provost’s website (“Forms and Guidelines” link --> “CBHE” category).

2) College Deans are expected to be central and a primary driver, working closely with academic departments, in the development and approval process for new program proposals.

3) Student enrollment projections should equal or exceed expectations of 40 undergraduate majors or 20 graduate students, and MDHE expectations of ten bachelor’s degree graduates or five master’s graduates annually by the fifth year. A data-based justification for enrollment predictions is required.

4) New program proposals must include clear program student learning outcomes.

5) Evidence of market demand and societal need must be supported with research and data. For example, consult Bureau of Labor and MERIC data, as well as the Economic and Business Engagement Center for support establishing market demand.

6) New undergraduate programs should not exceed 120 total credit hours. If total credits required for graduation exceeds 120, a justification must be attached to the proposal.

7) Financial projections should be realistic and manageable. If a program does not request new faculty in the proposal, that program cannot request a new faculty position unless justified by future enrollment growth. Also, consult the University Budget Director and Director of Facilities Management, for resource and infrastructure needs. If additional resources are required, a memo from the Dean citing the revenue source must be attached to the proposal.

8) Since library resources are crucial for successful program offering, each new program proposal must request an assessment of available and needed library holdings and resources. A memo from the Library Dean providing this assessment for the proposed program must be attached. The library review may take up to two weeks to complete.

9) If the proposed program impacts existing programs offered through other departments in any way (i.e. enrollment in courses from other departments, duplication of offerings, etc.), a memo from the Dean overseeing affected departments stating issues were discussed and resolved must be attached to the new program proposal.

10) Due to finite resources at the University and our responsibility as a public institution to respond to industry and societal needs, new degree programs must demonstrate relevance for students through external letters of support from industry, agencies, civic groups, and/or chambers of commerce, etc. While there is no required number of letters, it is the responsibility of the unit proposing the new degree program to assemble convincing need and external support for the new program.

11) Developing a culture of continuous improvement is an expectation at the University. New program proposals are required to attach an assessment plan, including program learning outcomes, to the proposal packet. Contact the Associate Provost for Academic Effectiveness and Student Success for consultation with developing a program assessment plan.

12) While not a requirement, new program proposals will be viewed more favorably if the proposing unit is deleting a low enrollment program.

13) The proposal packet is expected to be complete prior to consideration by the appropriate College Council.