| University of Florida |
| Office of Accreditation and New Degree Programs |

Cover Page for New Degree Program Proposal

Name of Unit(s) proposing new degree: _____

_____

Complete Name of Degree Program: _____

Proposed Implementation Date: _____

Academic Specialty or Field (Include CIP Code) _____

The submission of this proposal constitutes a commitment by the proposing academic unit(s) that, if the proposal is approved, the necessary financial commitment and the criteria for establishing new programs have been met prior to the initiation of the program.

Table of Contents

Appendices:
      New Course Proposals, including UCC 1 forms
      Current Course Descriptions
      Library Letter

Contact Information: Name _____

Phone: _____ Email: _____

University of Florida
University of Florida **Office of Accreditation and New Degree Programs**

Reviewing and Approving Authorities (create additional lines as needed)

Academic Unit(s):_____

Name of Proposed Degree Program: _____

_____
Department Chair, Program Director (or Equivalent) Name / Signature / Date

_____
College Curriculum Committee Chair (or Equivalent) Name / Signature / Date

_____
Dean, Program Director (or Equivalent) Name / Signature / Date

University Committees:

_____
Graduate Council* Chair Name / Signature / Date

_____
University Curriculum Committee Chair Name / Signature / Date

_____
Faculty Senate Chair Name / Signature / Date

Academic Affairs:

_____
New Degree Programs Director Name / Signature / Date

* for graduate programs only

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│                     University of Florida                        │
│        Office of Accreditation and New Degree Programs           │
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Reviewing and Approving Authorities

Academic Unit(s):_____ _____

Name of Proposed Degree Program: _____

University Administration:

_____   _____

Signature/Vice President for Academic Affairs   Date

_____   _____

Signature/President   Date

University and State Boards:

_____   _____

Signature/Chair, University of Florida Board of Trustees   Date

_____   _____

Signature/Chair, Florida Board of Education**   Date

**only doctoral degree programs must be approved by the Florida Board of Education

Projected Cost and Student FTE

Indicate dollar amounts appearing as totals for the first and the fifth years of implementation as shown in the appropriate summary columns in New Degree Programs Table Three. Provide headcount and FTE estimates of majors for years one and five. Headcount and FTE estimates should be identical to those in New Degree Programs Table One.

Year of Implementation	Total Estimated Costs	Projected Headcount	Student FTE
First Year of Implementation			
Fifth Year of Implementation			

Note: This major headings of this outline and any underlined sub-headings pertaining to each section <u>must be reproduced</u> within the body of the proposal in order to ensure that all sections have been satisfactorily addressed. An electronic version of this outline is available at (include website).

I. PROGRAM DESCRIPTION
- Level: Bachelor, Master, PhD, other.
- Bachelor degree tracks, specializations, or graduate program concentrations.
- Total credit hours required.
- What is the academic rationale for the new program?

II. ASSESSMENT OF NEED AND DEMAND
- What national, state, or local data support the need for more people to be prepared in this program at this level?
- Has there been a demand for the proposed program that has emanated from a perceived need by agencies or industries?
- Summaries of prospective student inquiries.
- Indicate potential employment options for graduates of the program.
- What steps will be taken to achieve a diverse student body in this program?
    - Create a signature and date line at the end of this section for the University's Equal Opportunity Officer to indicate review.
- How does the proposed program relate to the institutional mission and the University of Florida Strategic Plan? (Cite reference to the current plan.)

In the narrative following Table One include the following:
- The rationale for enrollment projections.
- If, initially, students within the institution are expected to change majors to enroll in the proposed program, describe the shifts from disciplines that will likely occur.

III. PLANNING PROCESS AND TIMETABLE
Describe the planning process leading up to submission of this proposal to the University of Florida Board of Trustees.
- Chronology of activities.
- University personnel and external constituencies directly involved in planning.
- Provide a timetable of events for the implementation of the proposed program.

If applicable, will the program seek accreditation?
- If yes, from what accrediting body and when?
- If not (and accreditation is available) why not?

IV. CURRICULUM
For all degree programs, provide
- A sequenced course of study including the total number of credit hours for the degree.
- Any proposed new courses necessary to initiate the program including the UCC 1 forms and draft syllabus should be included in the appendices.
- The catalog or other brief description of currently offered required or elective courses should be included in the appendices.
- Include catalog copy draft language for the proposed degree program. (See Undergraduate or Graduate Catalog for model.)
- Expected specific learning outcomes or competencies

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For bachelor's programs only

- Provide the number of credit hours for:
    - Major coursework
    - Required prerequisites for the major (if applicable),
    - The number of hours available for electives.
- Does the total number of credit hours exceed 120?
    - If yes, provide a justification for an exception to the 120 maximum.
- Are identified prerequisites the same as for other such degree programs within the SUS?
    - If they are not, provide a rationale for a request for exception to the policy of standardized prerequisites.
- Will the program require Limited Access status?
    - If yes, provide a rationale that includes an analysis of diversity issues with respect to such a designation.

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V.   INSTITUTIONAL CAPABILITY

- How does the proposed program specifically relate to existing institutional strengths and priorities articulated in the University of Florida Strategic Plan?
    - Include an assessment of the program's possible international components (study abroad opportunities for students, faculty exchange, etc.).
- Have there been program reviews, accreditation visits, or internal reviews in the discipline pertinent to the proposed program? If so, describe how these reviews lend support the proposal.
- How will you deliver the program to prospective students? (In your description differentiate between a delivery format and instructional methodology.)
    - Traditional delivery on main campus or at other sites.
    - Opportunities for external degrees.
    - Opportunities for Distance Learning.
    - Nontraditional instruction including instructional technology, self-paced instruction.

Evidence of productivity in the academic unit(s) associated with this new degree.
- Evidence may include
    - Trends over time for average course load.
    - FTE productivity.
    - Student headcounts in major or service courses.
    - Degrees granted.
    - External funding attracted.
    - Qualitative indicators of excellence may also be described.

Assessment of Current and Anticipated Faculty (Faculty vitas need not be included.)
- Who among the existing faculty will be participating in the program by the fifth year?
- Provide in your narrative the rationale for adding new faculty and the necessary support from the College or Provost's level for necessary new staff lines or funding.
- If there is no need for additional faculty, explain.

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For graduate degree programs only

   For each faculty member included in Table Two coded A specify:
- The Number of Master's theses directed and committee memberships (available from the Graduate School).
- The Number of Doctoral dissertations directed and committee memberships (available from the Graduate School).
- The number and type (journal or book) of professional publications for each faculty member identified in Table Two coded A.

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Assessment of Current and Anticipated Resources
Describe current facilities and resources available for the proposed program in the following categories:
- Library resources: Append to this document a letter from the Head of Collections Management or other appropriate Library staff describing the materials available to support this proposed new degree program.
- Facilities: Classroom, teaching laboratory, research laboratory, office, and any other type of **space** which is necessary and **currently available** for the proposed program.
- Equipment such as laboratory, research, or instructional.
- Student support: Fellowships, scholarships, and graduate assistantships (List the number and amount allocated to the academic unit in question for the past year.)
- External support: Opportunities for internships/cooperatives, study abroad, service, or leadership opportunities for students

Describe **additional facilities** and **resources required** for the initiation of the proposed program (e.g., library volumes, serials, space, assistantships, specialized equipment, other expenses, OPS time, etc.).
- Will new capital expenditure for instructional or research space be required?
  - If yes, indicate where this item appears on the university's capital outlay priority list. The provision of new resources will need to be reflected in the budget table, and the source of funding indicated.
- Are there resources needed for the program in order to include international components?

Estimate of both current and new resources for the proposed program
- Assuming no special appropriation or allocation for initiation of the program how would resources within the institution be shifted to support the new program?
- In the narrative describe
  - The source of both current and any new resources to be devoted to the proposed program.
  - Any steps that have been taken to obtain information regarding resources available outside the institution (businesses, industrial organizations, governmental entities, etc.).
  - Delineate the external resources that appear to be available to support the proposed program.
- Describe any other projected impacts on related programs, such as prerequisites, required courses in other departments, etc.