

University of New Hampshire
Review and Approval of Undergraduate Academic Programs:
Degrees and Majors

Developing, seeking and gaining approval for, and implementing a new academic program involve considerable planning and analysis. The University is committed to fostering the development of academic programs that meet high academic standards, that are consistent with the mission and goals of academic units, schools/colleges, and the University, and that are sustainable.

Prior to preparing an undergraduate academic program proposal, a representative of the proposing unit(s) should contact the Office of Academic Affairs. (If some other change in an academic program is desired, such as the deletion or change in the name of a program, first contact the Office of Academic Affairs.) If the proposed program is to be offered at the graduate level, the representative should first contact the Vice Provost and Dean of the Graduate School who will provide information on the “Process for the Review and Approval of New, Modified, or Deleted Graduate Programs at the University of New Hampshire.”

The academic programs covered by this document are new degrees or majors. Proposals that deal with the establishment of new undergraduate minors, options, or concentrations should follow the Guidelines for Review and Approval of Undergraduate Options, Minors, and Concentrations.

Steps Required for Approval of Academic Programs

Discussion between department and school/college dean(s) about the proposed academic program.

Develop a proposal at department level. Follow the UNH Guidelines for the Approval of Undergraduate Academic Programs (see below).

Action taken by department to formally propose the academic program.

Review and approval by appropriate school/college committee; a vote of the faculty in the school(s)/college(s) in which program would reside may be required. (This level of review and approval should be undertaken following the appropriate school/college policy.)

Review and approval by appropriate school/college dean(s). The dean sends a transmittal letter and six (6) copies of the approved proposal to the Provost (send a copy of the letter to the Vice Provost for Undergraduate Studies). The letter should include the dean's approval and indicate all other approvals that were obtained within the school/college.

Review by Provost, Provost's staff, and University Curriculum and Academic Policies Committee. Provost may seek further information from the proposing department and/or school/college dean(s). Recommendation by the Provost to the President regarding the proposed academic program.

If the President approves the proposal, a request is made to SAPC to review and make a recommendation for approval of the program. Other approvals may be required, per USNH and USNH BOT policies (e.g., Administrative Board; Programs and Services Committee of the Board of Trustees; Board of Trustees).

Guidelines for the Review and Approval of Undergraduate Academic Programs: Degrees and Majors

- I. Cover Sheet and General Information
 - Program title
 - Proposed CIP code
 - Proposed date of program implementation

- Name and title of primary contact person
 - Describe in one paragraph the proposed program and why it would be important to the University.
- II. Provide an Executive Summary (usually in 2-3 pages) of the proposed program. This summary should be prepared and submitted to the Office of Academic Affairs, with the endorsement of the appropriate dean(s), prior to preparing a full proposal. The summary will be provided to members of the System Academic Planning Committee.
- III. Description of the proposed program, including
- Program objectives
 - Admission standards
 - Detailed description of degree requirements, including approved WI (Writing Intensive) course in the major that enables students to satisfy that portion of University writing requirement
 - Sequential outline of degree program
 - Course descriptions (courses currently in the Catalog and those that must be approved)
 - Expected major student outcomes
 - Procedures for the assessment of student learning outcomes and progress toward the degree
 - Procedures for the assessment of student learning outcomes associated with internship experiences (if applicable)
- IV. Discuss the appropriateness of the program in terms of the mission and goals of the academic unit(s), school/college(s), and University.
- V. Discuss potential impact of the implementation of this program on proposing and other departments within your school/college and on any units outside of your school/college. Include information on discussions with parties that might be affected by implementation of this program (include letters of understanding, agreement, etc.). If the program includes any Study Abroad requirement, be sure to include a letter of approval from the Director of the Center for International Education.
- VI. Provide information on student and employer demand, the place of the program in the academic marketplace, possible articulation agreements, and certification, licensing, or accreditation issues.
- Evidence of student demand for the program. Who is the target population for this program? (How was information obtained?)
 - Evidence of employer demand. (How was information obtained?)
 - Are there other similar programs at other USNH institutions? If so, where?
 - Are there other similar programs at other private New Hampshire or regional institutions? If so, where?
 - If there are other similar programs in the state or region, how is the proposed program similar to and different from these programs?

- Have you considered possible articulation agreements with other institutions that would be designed to facilitate appropriate transfer opportunities into the program?
- Are there certification, licensing, or accreditation issues that must be addressed?

VII. How many students are targeted for enrollment during the first five years of the program? For each year, distinguish between new students to the University and students expected to move into the program from another program (including undeclared status students). These projected numbers will be used in building the budget model. Describe the rationale for the projections.

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| • Year 1 | New Students: | Internal Students: |
| • Year 2 | New Students: | Internal Students: |
| • Year 3 | New Students: | Internal Students: |
| • Year 4 | New Students: | Internal Students: |
| • Year 5 | New Students: | Internal Students: |

VIII. Provide a best estimate of the resources that are essential for the development and successful implementation of the proposed program. For each category, identify the extent to which new resources and reallocated resources will be required to cover expenses. Provide the timetable for the acquisition of new resources and for the reallocation of internal resources. Identify the sources of all new (e.g., new tuition dollars) and reallocated (e.g., reallocation of faculty position lines) funds.

- Current personnel
- New personnel
- Facilities and equipment
- Additional Library resources. Proposal developer must meet with the Library's Director of Acquisitions to discuss this issue and develop an analysis. A letter from the Library must be attached to the proposal, and the Dean's transmittal letter must indicate support for an acquisitions plan, if one is necessary.
- Travel
- Supplies
- Reallocation of existing resources
- Other

IX. The proposing unit(s) should work with the Office of Academic Affairs to develop a five-year budget model that shows projected revenues and expenses. This budget model should show, given projected student credit hours generated by the program and other expected sources of revenue, the extent to which projected revenues will cover expenses.

X. Program Organization and Administration (including information on program marketing admissions, student recruitment and retention, and the administration of the program).

- Describe administrative structure of the program. Who will be responsible for insuring that the program is implemented as planned, for ongoing assessment of the program, etc.?
- Will there be any special admissions procedures followed?

- Provide in some detail the steps that will be taken for initial and ongoing marketing of the program for recruitment and retention of students. Include information on any discussions that have been held with UNH Admissions Office personnel.
 - List the names of faculty who will work in the program. (Include in an appendix a brief curriculum vitae for each faculty member.)
 - Describe procedures and resources for student advising.
 - The budget model described in **IX.** should provide detailed information on projected program costs and revenues over the first five years of the program.
- XI. Describe the procedures and criteria that will be used to evaluate the program on an annual basis. Include in this section information that will be collected and used to determine whether the program is succeeding in meeting its goals. Also include the factors that will be considered in determining whether the program should be continued or discontinued. A thorough review of the program in the third year of operation will be undertaken within the school(s) or college(s) in which the program resides. The results of this review will be provided to the appropriate dean(s) and to the Provost's office.
- XII. In most cases, two or three outside reviewers should evaluate the applicant's full proposal and make a site visit to the University. Each reviewer will provide a written report that includes a detailed evaluation of the proposed program. The proposing unit should include a written response to any significant issues or concerns raised by the reviewers. Reviewers will be recommended by the proposing unit(s) and by the appropriate dean(s). The appropriate dean(s) must approve any reviewer before a review may be undertaken.

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Office of Academic Affairs