UNIVERSITY OF NEW HAMPSHIRE
UNDERGRADUATE ACADEMIC PROGRAM CHANGE PROPOSALS
Revised and approved 2012

INTENT-TO-SUBMIT PROGRAM ADDITION PROPOSAL

The purpose of the intent-to-submit proposal review is to test the feasibility of the new program prior to submission for formal approval. This proposal provides sufficient information to permit assessment of the proposed program in terms of appropriateness, need, and quality of design. The proposal is developed to the point at which the institution has examined the long-term implications and is convinced that it should go forward; however, the proposal itself is still receptive to modification.

The intent-to-submit proposal provides the following information:

I.   **Cover Summary**

Describe in a few paragraphs what the proposal entails and why the institution believes it should create the new program.

II.   **General Information**

- Institution
- Date of proposal
- Degree and program name
- 2010 CIP code and CIP title
- Proposed date of program implementation (effective term/year)
- Primary contact person

III.   **Program Design**

- Provide a brief summary of the program design, including primary objectives and proposed curriculum outline.
- Identify all of the following that apply to the proposed program:
  - Department offering
  - On-campus program
  - Off-campus locations(s) (identify all)
  - Partnerships with other institutions (specify)
  - Online-only program
  - Hybrid program

IV.   **Alignment with Mission**

State the appropriateness of the program to the mission and goals of the institution.

V.   **Program Demand / Current Offerings**

- Evidence of student or employer demand (attach surveys as applicable)
- Are there similar programs at other USNH institutions? If yes, where?
- Are there similar programs at New Hampshire private institutions? If yes, where?

PROGRAM ADDITION FULL PROPOSAL

Program addition proposals are submitted by the institution's provost to the president for approval. The president informs the USNH Academic and Student Affairs Committee and the Board of Trustees.

Program proposal documentation should include the reports of external reviewers and/or other consultants and incorporate the institution's responses to reviewer issues and concerns. If no external review is conducted, those proposing the new program will explain the rationale.

Criteria used in the new program review:
- Overall sufficiency of planning
- Academic integrity of the program
- Adequacy or availability of required resources

The program proposal review process requires a fully developed narrative of the objectives, design, and delivery system of the proposed program. Additional salient features specific to the program are provided as appropriate, so that the document represents a complete articulation of the proposal.

The document is the institution's finished work when submitted, although it may yet undergo revision pursuant to decanal, provostial, or presidential questions.

Note: The narrative executive summary should be attached as a separate document and should be no longer than two to three pages. The remaining sections generally should not exceed 10 pages. Surveys, syllabi, external review analyses, and other supporting information can be attached as appendices.

The program addition proposal provides at minimum the following information:

I. **Executive Summary** (please provide as a **detachable** document)

    Provide an executive summary of the proposed academic program to include a description of the program design, objectives, supporting data, available resources, evaluation, and long-term implications. Length should be limited to two to three pages.

II. **General Information**
    - Institution name
    - Date of proposal
    - Degree and program name
    - 2010 CIP code and CIP title
    - Proposed date of program implementation (effective term/year)
    - Primary contact person

III. **Program Demand / Current Offerings**
    - Provide a summary addressing the following issues of student and community demand:
        - Evidence of indicators of student demand
        - Evidence of employer or community-based demand
        - Detailed explanation of other reasons or circumstances indicating demand
        - Attach survey results as appendix, if applicable

- Comment on the comparability of the new program curriculum with other programs:
  - Are there similar programs offered at other USNH institutions? If yes, where?
  - Are there similar programs offered at NH private institutions? If yes, where?
  - Are there opportunities for articulation with other institutions, particularly in NH?

IV. Program Characteristics

- Appropriateness of the program to the institution's mission and goals
- Name of proposing department
- Description of program and faculty objectives (i.e., what the program and faculty will expect to teach the students)
- Description of knowledge and/or skills students will be expected to demonstrate during the course of their participation in the program and at the completion of the program
- Anticipated/planned transfer and articulation agreements or arrangements
- Certification, licensing, or accreditation requirements associated with program
- Issues that may have been identified by SAPC during the intent-to-submit review

V. Program Design

- Admission standards and criteria
- Testing and evaluation procedures related to prior experiential learning (if applicable)
- Sequential outline of the new program
- Interdisciplinary program collaborations (if applicable)
- Degree requirements, including list of required and elective courses
- Description of how academic work in related fields may apply to this program
- Procedures and criteria for assessing student learning beyond grading in courses, identifying
  - when, during the course of their participation in the program, students will be assessed;
  - the assessment methods that will be used; and
  - the criteria for determining success
- Procedures and criteria for evaluating and testing course-related internships (if applicable; may be included in course syllabi)

VI. Program Delivery System

- Organizational chart illustrating the administrative structure of program
- Physical location(s) of course offerings; describe any locations off main campus
- If program is product of interinstitutional planning, specify partner institutions and their locations
- Identify whether program is online-only or hybrid program, as applicable
- Procedures for student academic and career counseling

VII. Enrollment Impact

- Provide new student enrollment estimates by year for the next four years
- Will this enrollment represent an increase in total FTE for the institution? If yes, describe estimated impact.

VIII. Program Evaluation Procedures

Identify the procedures that will be used to evaluate program design and delivery as they relate to the findings regarding student learning.

IX. Institutional Resources

- What are the resource implications for the new program?
- What new expenses are required for the program?
- If no new resources are required, provide rationale

X. Course Syllabi

Attach all course syllabi to include the below components:
- Course description (usually from the catalog)
- List of course prerequisites
- List of course objectives
- List of required text
- Description of anticipated learning activities
- Evaluation plan
- List of expectations, including preparatory reading/assignments, classroom expectations, etc.

XI. External Review and Response

- Reports of external reviewers and/or consultants
- Department's response to reviewer issues and concerns
- If no external review is conducted, provide rationale

XII. Program/major Approval Form for Graduate Programs only

- Submit form along with proposal

XIII. Approval

All submissions to the President require the signature of the Provost.

XIV. Notification of Program Implementation Delay

Following campus approval, the President will inform USNH and the Board of Trustees of the new program. If the implementation date is changed or delayed from the date in the approved proposal, the institution shall notify USNH Academic and Student Affairs of the date change.

PROGRAM DELETION PROPOSAL

No proposal format specified. The dean shall inform the provost in writing of any academic degree programs/majors proposed for discontinuation or phase-out. The notification shall provide sufficient information to permit assessment of the proposed action—i.e., rationale for the deletion, impact on students, dispensation of currently enrolled students, resource savings. The provost and the president have final approval; when that is granted, the president will inform USNH and the Board of Trustees, and the deletion will be noted in the system academic program inventory.

PROGRAM NAME CHANGE PROPOSAL

No proposal format required. The institution's president shall inform USNH and the Board of Trustees in writing of proposed changes to academic program nomenclature. The notification shall include supporting rationale for the change(s) and all related curriculum outlines. The name change will be noted in the system academic program inventory.

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