

# PROPOSAL FORM

## General Information

**Degree level and designation:** \_\_\_\_\_  
(Ex. Master of Arts, PhD, Bachelor of Science, etc.)

**Title of Proposed Major:** \_\_\_\_\_  
(Ex. Linguistic Theory, Musical Theatre, Rhetoric and Writing, etc.)

**CIP Code** (as provided by the Associate Provost for Academic Administration) \_\_\_\_\_

**Date APAA was contacted** \_\_\_\_\_

**College and Academic Unit Proposing this program:** \_\_\_\_\_

**Effective Date:**  Sem following approval OR  Other \_\_\_\_\_

**Anticipated Date for Granting First Degree** \_\_\_\_\_

## Contact Information

**Who is submitting this proposal and overseeing its completion?**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Who will be the Program Director for this Degree?**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## MISSION

**Provide a brief description of the program:** (130 word limit)

**List the Objectives of the Proposed Program:** Note: this is not the place to list student learning outcomes. The question refers to the program itself. Program objectives should deal with the specific institutional and societal needs that this program will address. (200 word limit)

**Does this program allow for academic options?** \_\_\_\_\_ (NOTE: be aware of the new CPE naming conventions) If yes, list below:

Undergraduate options = tracks  
Master's options = Concentrations  
Doctoral options = Specializations

1. Name:  
Description: (20 word limit)
2. Name:  
Description: (20 word limit)

(allow for expansion in include more options as needed)

## QUALITY

**Describe how the proposed curriculum will achieve the program objectives.** (100 word limit)

**What are the intended student learning outcomes of the proposed program?** (100 word limit)

**Is there a specific accrediting agency related to this program? If so, identify and indicate if you plan to seek accreditation:**

**How will the program support or be supported by other programs within the institution?** (50 word limit) (Ex. shared faculty, shared courses, collaborative research, etc.)

**Will this program replace or enhance any existing program(s) or specializations within an existing program? If so, please specify.**

**Give an estimated faculty/student in major ratio:** \_\_\_\_\_

**Highlight any distinctive qualities of this proposed program.**

- Are any of your faculty nationally or internationally recognized for expertise in this field?
- Does this program build on the expertise of an existing locally, nationally or internationally recognized program at your institution?
- Do you have any specialized research facilities or equipment that are uniquely suited to this program?

**Clearly state the admission, retention, and completion standards designed to encourage high quality.**

**Clearly state the degree completion requirements for the program, other than completion of coursework.** (Ex. projects, presentations, internships, capstone projects, etc.)

**Provide the following information for the program and for each option** (some categories may not apply to all programs):

- a. Total number of hours required for degree: \_\_\_\_\_ (If this number exceeds 120, please explain)
- b. Number of hours in degree program core:
- c. Number of hours in concentration:
- d. Number of hours in guided electives:
- e. Number of hours in free electives:
- f. Total number of hours required by level:

100 \_\_\_\_ 200 \_\_\_\_ 300 \_\_\_\_ 400 \_\_\_\_ 500 \_\_\_\_ 600 \_\_\_\_ 700 \_\_\_\_ 800 \_\_\_\_ 900 \_\_\_\_

**Will this be a 100% distance-learning program?**

**Does a significant portion of this program use distance-learning technologies? If so, please describe.**

**Will there be any collaboration with other institutions required or utilized in this program?**

## **DEMAND, NEED, and RATIONALE FOR PROGRAM**

**Show evidence to support the need and demand for this proposed program.** (Ex. student demand, career opportunities, recent trends in the discipline, etc.)

**Are you aware of any similar programs already being offered in Kentucky?** \_\_\_\_\_ (Contact the Associate Provost for Academic Administration for information.)

**Identify the applicant pool, primary feeders, and how potential students will be recruited.**

## REVIEW AND ASSESSMENT

How will the *Student Learning Outcomes* be assessed?

What are the plans to evaluate students' post-graduate success?

What are the plans for evaluating achievement of the Program Objectives, consistent with the institutional mission?

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Yellow highlighting indicates information required by the CPE

Pink highlighting indicates information required by CPE and SACS

Word limits are suggestions for completion of CPE forms.

In addition, the existing forms provide information necessary to the approval process as indicated:

NEW UNDERGRADUATE PROGRAM FORM – Please include Questions 2-13, and 15.

NEW MASTERS DEGREE PROGRAM FORM – Please include Questions 1-11.

NEW DOCTORAL DEGREE PROGRAM FORM – Please include Questions 1-12.

NEW GRADUATE AND PROFESSIONAL CERTIFICATE FORM: Please model this on the new Master's degree form.

(It is hoped that the information requested under “Demand, Need, and Rationale for Program” can replace the previous question (UK) “What is the rationale for the proposed new program?” Answers to this question in the past were often lengthy and failed to address key issues that approval bodies required. The questions provided by the CPE will, hopefully, guide the narrative and result in briefer, more salient responses.)

Note: There is much more information required by the CPE on national and regional demand and job possibilities, cost and funding, physical and library facilities, SACS faculty rosters, detailed assessment criteria. The APAA Office will provide answers to these queries based on interviews with the proposers, the college and Provost budget offices, UK infrastructure and library information sources, national data bases, internal SACS documents, and information from the Office of Assessment.