NEW PROGRAM FORM

NOTICE: All fields marked as *Required must be completed before you can SAVE the form.

Follow the standard undergraduate and graduate degree plan templates when preparing your program of study document.

The proposal may be submitted without completing the *Major/Minor Requirements/Description* or the *Program Notes* sections.

For one-on-one guidance of completing this form, contact curriculum@utrgv.edu and visit the Office of Curriculum and Institutional Assessment website.

Committee Meeting Year

[⌄] *Required*

Select the academic year the committee will review the proposal.

Is your proposal for the Undergraduate or Graduate Committee?

[⌄] *Required*

College/School

[⌄] *Required*

School/Department/Program

[⌄] *Required*

Program Level

[⌄] *Required*

Select the appropriate program level for the new program.

Degree Program Type

[   ] *Required*

Provide the degree type of the program to be added. For example, BA - Bachelor of Arts, BS - Bachelor of Science, MA - Master of Arts, MS - Master of Science, etc.

Degree Program Name

[   ] *Required*

Identify the name of major, minor, certificate, or other program as it would be recognized in the catalog, Banner, recruitment materials, etc. (e.g., History, Mechanical Engineering, or Zoology).

Program CIP Code

[   ] *Required*

Provide the proposed CIP code for the program. The final CIP will be determined by CIP code reviewer. List of CIP Codes may be accessed online at www.txhighereddata.org/Interactive/CIP/

Content at Top of Program Catalog Page   *Required*

Tips for This Section: *Use this text box to provide a program overview and to list program admission, progression, and graduation and/or any other program requirements. Use headers to organize the content to be provided. See example below:*

Program Overview

Admission Requirements

Progression Requirements

Graduation Requirements

Other Program Requirements

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Major/Minor Requirements/Description

Tips for the Section: *This section is used to build the program requirements as it will appear in the web-based catalog. The section includes major section headers for program requirements (e.g., major requirements, core curriculum requirements, thesis option, non-thesis option). Below the major section headers, sub-headers are built using the course list function. Course list titles are sometimes generic such as "Required Courses" or "Prescribed Electives." Course titles can also be more descriptive such as "Art Foundation" or "Advanced Electives." When building the degree plan, the OCIA staff strive to apply consistent formatting and standards across similar program types. Due to the complexity of this functionality,* ***<u>it is strongly recommended that submit your proposal without completing this section</u>*** *and allow the Office of Curriculum & Institutional Assessment to complete the proposal based on the the text file of the proposed degree plan. For more information, contact* curriculum@utrgv.edu *if you have questions*.

    + ADD MAJOR SECTION WITH PROGRAM AND COURSE REQUIREMENTS (MULTIPLE SECTIONS MAY BE ADDED)

👁 Program Roadmap or Carousel

Tips for this section: *This section will be completed by the Office of Curriculum and Institutional Assessment based on the roadmap or carousel attached below.*

Total Credits

[   ] ****Required***

This is the minimum number of semester credit hours required to complete the program. Bachelor's degree programs should not exceed 120 semester credit hours (SCH). If the number of SCH exceeds 120 for a bachelor's degree program, the institution must submit documentation explaining the compelling academic reason and approval by THECB must be sought. Master's degree programs do not have semester credit hour restrictions; however, 30 to 36 SCH is common.

Location and Delivery of the Program   ****Required***

Provide the location of instruction and how the proposed program will be delivered to students.

Locations include*: any of the approved UTRGV locations, off-site locations, etc. If off-site, indicate how much of the program will be off-site and where (city, building, etc.)*

Delivery modes include*: face-to-face, traditional online, accelerated online, etc.*

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Describe any differences in the program curriculum across delivery locations or format.

This question is for programs that are offered online (AOP, hybrid) and face-to-face. Examples of differences might include reduced elective options, capstone requirements, or program exit requirements.

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JUSTIFICATION FOR NEW PROGRAM

Need for the New Program   *Required*

Strategies for Justifying the Need for the Program include (include a brief description):

Job Market Need: Provide short- and long-term evidence of the need for graduates in the Texas and U.S. job markets. If the program is designed to address particular regional or state needs in addition to workforce demands, provide a detailed description.
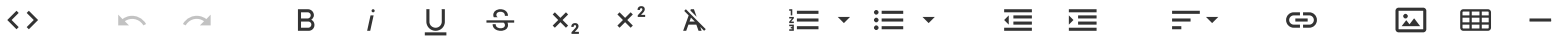
Existing Programs: Identify existing degree programs in the state, include those specific to the region and major programs at peer institutions across the nation. Explain how the proposed program would not unnecessarily duplicate existing or similar programs in Texas

Student Demand: Provide short- and long-term evidence of student demand for the proposed program.
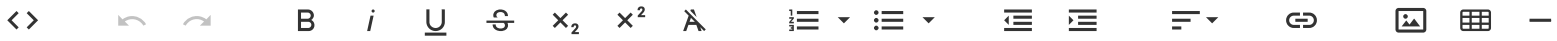
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Educational Objectives of the Program Curriculum

Describe the educational objectives of the proposed program. For the description of educational objectives, distinguish between aspects of the curriculum that are standard for the field and aspects that would be unique to the proposed program. Provide an overview of the required, prescribed, and elective courses and how they fulfill program requirements.

Describe the impact on other programs/departments (curriculum, financial, staff, space) and how the proposal was approved through the college's applicable governance processes.

SIGNIFICANT DEPARTURE

Answer each of the following questions to determine if this is a significant departure from existing programs. Programs answering Yes to any of the questions will be required to consult with Dr. Christine Shupala, the UTRGV SACSCOC Liaison.

Will significant additional equipment or facilities be needed? *Required*

Yes   ○

No   ○

Will significant financial resources be needed? *Required*

Yes   ○

No   ○

Will a significant number of new courses be required? *Required*

Yes   ○

No   ○

Will a significant number of new faculty members be required? *Required

    Yes   ○

    No   ○

Will significant additional library/learning resources be needed? *Required

    Yes   ○

    No   ○

Significant Departure Comments

If you answered __YES__ to any of the significant departure questions, please provide an explanation below.

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Proposed Implementation Date

[   ]

Provide the proposed implementation date in semester year format (e.g., fall 2022) or MM/DD/YYYY format. This is only a proposed date, not a final date.

Has this request been presented through the New Program Development process?

    Yes   ○

    No   ○

SUPPORTING DOCUMENTATION

Proposed Degree Plan and Roadmap/Carousel *Required*

Attach the proposed degree plan and roadmap/carousel.

[ATTACH FILES]

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

Provide evidence that the request has been approved by the School/Department/Program Committees and/or College Curriculum Committees (all applicable) and evidence of communication with impacted departments.

Evidence provided should make it clear that faculty governance processes have been followed. Evidence includes committee meeting minutes, an online vote among committee members, memos from curriculum committee chairs, etc. Some departments have disciplinary committees instead of department committees. In such cases, evidence of approval through the disciplinary committees should be provided. This evidence can be attached at any level in the workflow by the submitter, department chair or dean. There is no department committee option in the workflow; therefore, dept chair approval of a proposal indicates that all departmental or disciplinary committee processes have been followed. Dean approval of a proposal indicates that all college committee approval processes have been followed. <u>Relevant Policies:</u> UTRGV HOP – ADM 06-101; UTRGV HOP – ADM 06-202; UT System BOR Rule 40101.; and SACSCOC Standard 10.4.

ATTACH FILES

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

THECB Forms for New Programs and Certificates

Attach the completed THECB form for New Programs and Certificates if available at the time of new program request.

ATTACH FILES

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv