*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW DEGREE PROGRAM (Part 1: Proposal)**

1. **Date of Proposal Submission:**

**Full program name and level:**

**Degree nomenclature** (e.g., MBA, BS):

**CIP Code:**

1. **Learning Outcomes:**

Succinctly list at least four (4) but no more than seven (7) of the most prominent student learning outcomes of the program.

2. **Employment Outcomes and Program Demand**

Please describe how the proposed program prepares graduates to seek employment in the occupations ([SOC codes](https://www.onetcodeconnector.org/find/family/title#17)) identified within the NISP. Note: you may also indicate any updates to those codes here.

Please explain whether further education/ training is required for graduates of the proposed program to gain entry-level employment in the occupations you have selected.

Briefly describe how the program fulfills a specific industry or employment need for the State of Alabama. As appropriate, you should discuss alignment with Alabama’s Statewide or Regional Lists of In-Demand Occupations (available at <https://ache.edu/Instruction.aspx> under “Policy/Guidance”) or with emerging industries as identified by Alabama’s [Innovation Commission](https://innovatealabama.org/meet-the-commission/) or the [Economic Development Partnership of Alabama](https://edpa.org/industries/) (EDPA).

Please describe how you will determine whether graduates are successful in obtaining relevant employment or pursuing further study.

Briefly describe evidence of student demand for the program, including enrollments in related coursework at your institution if applicable. If a survey of student interest was conducted, please briefly describe the survey instrument, number and percentage of respondents, and summary of results.

1. **Specific Rationale (Strengths) for Program**

What is the specific rationale for recommending approval of this proposal? List 3-5 strengths of the proposed program.

Please list any external entities that have supplied letters of support attesting to the program’s strengths, and attach letters with the proposal.

1. **Program Resource Requirements**

**A. Faculty.** Please provide or attach a brief summary of primary and support faculty that includes their qualifications specific to the program proposal. Note: Institutions must maintain and have current and additional primary and support faculty curriculum vitae available upon ACHE request for as long as the program is active, but you do not need to submit CVs with this proposal.

Please provide faculty counts for the proposed program:

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| --- | --- | --- |
| Status | Faculty Type | |
| Primary | Support |
| Current Full-Time |  |  |
| Current Part-Time |  |  |
| Additional Full-Time (to be hired) |  |  |
| Additional Part-Time (to be hired) |  |  |

Note: Annual compensation costs for additional faculty to be hired should be included in the

NEW ACADEMIC DEGREE PROGRAM SUMMARY table in Part 3. Salary/benefits for current faculty should not be included.

Briefly describe the qualifications of any new faculty to be hired:

**B. Staff.** Will the program require dedicated staff? Yes No

If so, indicate the number or percentage of FTEs.

Note: Annual compensation costs for staff to be hired should be included in the

NEW ACADEMIC DEGREE PROGRAM SUMMARY table in Part 3.

**C. Equipment.**Will any special equipment be needed specifically for this program?

Yes No

If yes, please list. Their cost should be included in the NEW ACADEMIC DEGREE PROGRAM SUMMARY table in Part 3.

**D. Facilities.**Will any new facilities be required specifically for the program?

Yes No

If yes, please list. Only new facilities need be listed. Their cost should be included in the NEW ACADEMIC DEGREE PROGRAM SUMMARY table in Part 3.

**E. Library.** Will additional library resources be required to support the program?

Yes No

Please provide a brief description of the current status of the library collections supporting the proposed program.

If yes, please briefly describe how any deficiencies will be remedied, and include the cost in the NEW ACADEMIC DEGREE PROGRAM SUMMARY table.

**F. Assistantships/Fellowships.** Will you offer any assistantships specifically for this program?

Yes No

If “Yes”, how many assistantships will be offered?

The expenses associated with any \*new\* assistantships should be included in the NEW ACADEMIC DEGREE PROGRAM SUMMARY table in Part 3.

**G. Other.** Please explain any other costs to be incurred with program implementation, including lab start-up expenses or specialized accreditation costs. Be sure to note these on the NEW ACADEMIC DEGREE PROGRAM SUMMARY table in Part 3.

**PROPOSAL FOR A NEW DEGREE PROGRAM (Part 2: Course Info)**

**Name of Proposed Program:**

Program Completion Requirements: (Enter a credit hour value for all applicable components, write N/A if not applicable)

Credit hours required in program courses \_\_\_\_\_\_\_\_

Credit hours in general education or core curriculum \_\_\_\_\_\_\_\_

Credit hours required in support courses \_\_\_\_\_\_\_\_

Credit hours in required or free electives \_\_\_\_\_\_\_\_

Credit hours in required research \_\_\_\_\_\_\_\_

**Total credit hours required for completion \_\_\_\_\_\_\_\_**

Maximum number of credits that can be transferred in from another institution and applied to the program:

Intended program duration in semesters for full-time students:

Intended program duration in semesters for part-time students:

Does the program require students to demonstrate industry-validated skills, specifically through an embedded industry-recognized certification, through structured [work-based learning](https://www.alapprentice.org/download/12/publications/760/wbl-handbook-11-2-20.pdf) with an employer partner, or through alignment with nationally recognized industry standards? If yes, please explain how these components fit with the required coursework.

Does the program include any options/concentrations? If yes, please give an overview of the options, and identify the courses for each in the table below.

Please indicate any prior education or work experience required for acceptance into the program:

Describe any other special admissions or curricular requirements for the program:

Please complete the table below indicating all coursework for the proposed program, identifying any new courses developed for the program, along with courses associated with each option as applicable. Include the course number, and number of credits. Coursework listed should total the number of hours required to complete the program.

|  |  |  |
| --- | --- | --- |
| Course Number and Title | Number of Credit Hours | \* If New Course |
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**PROPOSAL FOR A NEW DEGREE PROGRAM**

**(Part 3: Program Summary/Business Plan)**

* Please use the Excel form from ACHE’s Academic Program webpage (<https://ache.edu/Instruction.aspx> under “Forms” 🡪 “Program Summary Table”) as the “soft copy” for this section.



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(<https://ache.edu/Instruction.aspx> under “Forms” 🡪 “Program Summary Table”).