

New Program Proposal

Title of Proposal: _____

Sponsoring Department(s): _____

Date of Department Vote and Approval: _____

Signature(s) of Sponsoring Chair(s)/Date: _____

Dean's Preliminary Review:

College: _____ CAS _____ LCHS _____ KSOM

Proposal: _____ Complete
 _____ Satisfies University of Scranton Curricular Requirements
 _____ Consistent with College Goals/Mission

Dean's Recommendation:

Recommend _____ Do Not Recommend _____

Additional comments:

Dean's Signature/Date: _____

Additional Signatures (i.e. Department Chairs/Program Directors of Impacted Programs and/or of the Library):

Department/Program	Signature	Date
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Department/Program	Signature	Date
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Department/Program	Signature	Date
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Title of New Program: _____

Type of New Program:

- ____ Major
____ Minor
____ Track
____ Concentration
____ Graduate Program
____ Specialization
____ Other

Required Credits: _____. **Projected Date of Initial Offering:** _____
Semester Year

Are Any New Courses Required for the Program? ____ Yes ____ No

* If yes, please list below. Please note that all new courses must be submitted and recommended for approval before a new program can be recommended for approval.

Course Prefix and Number	Course Title

Will any programs (majors, minors, concentrations, tracks, graduate program, or specializations) be impacted by this new program? ____ Yes ____ No

* If yes, please list the names of the program(s) in the box below and explain the impact and response of the affected program(s).

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** Please note that if a program and/or department is impacted by this change, the signature of the Department Chair or Program Director is required on the first page of this proposal.*

List and Analysis of Needed Resources:

Faculty (Faculty involved in the program both in teaching and other ways, their qualifications, the impact their involvement will have on those affected and how that will be addressed. Indicate any new faculty (if needed) and estimate wages, benefits and start-up costs):

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Library (Are Library holdings adequate for the proposed program? What new library resources might be needed? A faculty member from the library should assist in answering these question):

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** Please note that if library resources are listed, please obtain the signature of the Department Chair of the Library.*

Other Resources (Laboratory, Equipment, Space, etc.):

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Required Attachments (please see detailed guidelines on Provost website):

- ☐ Executive Summary (*one page maximum*)
- ☐ Description of the Program
 - ☐ Relationship of Program to University Mission and College/Dept. Goals
 - ☐ Description of the new curriculum
- ☐ Analysis of the Need/Market (*source(s) of data must be included*)
 - ☐ Demonstration of Need
 - ☐ Regional Competition
 - ☐ Anticipated Enrollment
 - ☐ Prospects for Graduates
- ☐ Cost/Revenue Considerations
 - ☐ Analysis of Costs
 - ☐ Analysis of Revenue
- ☐ Student Learning Outcomes and Assessment Plan
 - ☐ Program Learning Outcomes
 - ☐ Plan for Assessment
- ☐ Accreditation narrative or documentation (*if applicable*)
- ☐ Curriculum Grid

**** Please note that the entire attachment should not exceed 20 pages.***