

Program Readiness Evaluation Process (PREP)

Provost's Office

September 2026

If you are considering a new major, minor, concentration, certificate, graduate program, or a non-credit bearing alternate program, PREP addresses two questions before you invest a considerable amount of time in curriculum design: 1) Is there demonstrable demand for the program? 2) Is it financially sustainable?

Faculty should not be asked to construct a labor market analysis or a five-year revenue model. Institutional Research, Admissions, and Finance will do so. That is the purpose of the process.

How the process works

Submit a *Concept Form*. It'll be routed to your dean, who will forward the form to the Provost's Office with their comments, if any. For a program concept that impacts more than one school, any dean involved can forward the form as long as all deans involved are informed.

The form asks what the program is, how it advances the University's mission, the anticipated student population, the approximate number of faculty load (courses, contact hours/course and course caps), accreditation (if applicable), and the resources the program would need. PREP does not operate on a submission deadline, though the FSCC and your dean's office may have deadlines for full program proposal submission at a later stage.

Institutional Research, Admissions, and Finance then conduct the analysis in consultation with your dean's office: labor market demand, national enrollment patterns in the discipline, enrollment projections at Scranton, and the program's projected costs and returns.

You will receive a written response from the Provost's Office, **ordinarily within one month** of the Provost's Office receiving the submission, and **in no case more than three months**. The response will be one of the following:

- ***Viable*** — proceed to curriculum development. The response will specify any conditions or enrollment benchmarks.
- ***Revise and resubmit*** — the concept has merit. The response will identify specifically what must be addressed for the program to be found viable.
- ***Not viable*** — the response explains the basis for determination. Should market conditions change materially, the concept may be resubmitted.

In all three cases, you will receive the complete analysis, not only the determination.

Following a determination:

Following a *Viable* determination, you develop the curriculum, which proceeds through the FSCC as it always has. The PREP analysis accompanies the proposal, allowing the FSCC to concentrate on curricular quality rather than revisiting the question of viability.

A *Viable* determination means the financial model supports the program. A *Viable* concept will not subsequently be declined on budgetary grounds. The formal resource request accompanies the full proposal rather than the form.

PREP does not determine how the program is directed. Whether a new program carries a directorship, and on what terms, is addressed at the full proposal stage and tied to enrollment. It is not automatic.

Note:

1. Curriculum quality remains the province of the FSCC. PREP evaluates conditions, not academic merit.
2. Program concepts ordinarily originate with faculty. On occasion, a school will bring forward a program in a discipline the University does not currently teach. In either case, the curriculum is authored by faculty and approved through faculty governance.
3. Modifications to existing programs follow the established process and do not go through PREP.

The [Concept Form](#) is available on the Provost's Office website. Questions may be directed to the Office of the Associate Provost.