**VERMONT STATE COLLEGES**

**POLICY 102 NEW PROGRAM PROPOSAL TEMPLATE**

# **Part I: General Information**

1. Institution:
2. Name of new program:
3. Individual(s) with responsibility for program development:
4. Academic Department(s):
5. Proposed start date of program:
6. Title of degree to be conferred (if applicable):
7. Brief description of proposed program (150 words or less):

**Part II: Rationale**

1. How the program will strengthen the institution (refer to institutional mission, institutional priorities and existing institutional programs) and how the perceived interest in the program at the institution was determined:
2. Specific student, educational and/ or employment need(s) to be addressed, including in-person, hybrid, low-residency, or distance mode(s) of program delivery, and whether these needs are local, state, regional, national or global (attach documentation of need in the form of supporting data from external or internal sources such as professional organizations, feedback from corporate partners, or market research):
3. How the program will strengthen the System. If the program approximates existing programs within the System, describe why the development of an additional program will serve particular need(s). If it is a distinct program that expands System offerings, please describe what value it offers, any intended collaboration with other VSC colleges or organizations in planning or delivering this program, and, if appropriate, indicate specific benefits to the State of Vermont):

**Part III: Program Description**

1. Specific program objectives, including career and learning outcomes for students:
2. How the program will integrate professional, liberal and career study:
3. What peer programs or model curricula served as a basis for the proposal:
4. How the program will assess its effectiveness in achieving student learning outcomes:
5. How the program incorporates current standards and/or emerging directions in the field, and what the program will require to maintain licensure, certification, or accreditation standards with external entities, if any.
6. Program outline; include brief descriptions of all new courses:

|  |  |  |
| --- | --- | --- |
| **Course Name & Number** | **Credits** | **New or Existing?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. TOTAL CREDITS in proposed program: \_\_\_\_\_\_\_\_\_\_\_
2. TOTAL GENERAL EDUCATION CREDITS beyond those in the program: \_\_\_\_\_\_\_\_\_\_\_\_
3. TOTAL CREDITS for the degree: \_\_\_\_\_\_\_\_\_\_\_\_
4. For associate and baccalaureate degree programs, provide a 2- or 4-year degree map showing intended semester-by-semester sequence of courses including program courses, general education requirements, and electives. For graduate degree programs, describe the intended timeframe and sequence for completion of the degree.

**Part IV: Budget Considerations**

1. Expenditures for the proposed program:

|  |  |  |
| --- | --- | --- |
|  | **Year One** | **Year Two** |
| **Faculty** |  |  |
|  |  |  |
| **Admin/Other Staff** |  |  |
|  |  |  |
| **Facilities/Equipment** |  |  |
|  |  |  |
| **Library/Other Materials** |  |  |
|  |  |  |
| **Other Costs (e.g. accreditation/licensure expenses)** |  |  |
|  |  |  |
| **TOTAL COSTS:** |  |  |

2. Revenue/sources to meet new expenditures

|  |  |  |
| --- | --- | --- |
|  | **Year One** | **Year Two** |
| **Tuition** |  |  |
|  |  |  |
| **Reallocation** |  |  |
|  |  |  |
| **Other Sources** |  |  |
|  |  |  |
| **TOTAL REVENUES:** |  |  |

**Part V: Enrollment, Marketing and Public Relations Considerations**

* 1. Projected enrollment for new program:

|  |  |  |
| --- | --- | --- |
|  | **Year One** | **Three Years Out** |
| **Full-Time** |  |  |
|  |  |  |
| **Part-Time** |  |  |
|  |  |  |
| **In-State** |  |  |
|  |  |  |
| **Out-of-State** |  |  |

1. Describe how you arrived at these projections:
2. Describe the marketing strategies for the new program.
3. Competition:
   1. In state and region
   2. Web-based
4. How the program will impact enrollments in existing programs at the College:
5. How the program will impact enrollments in existing programs at other VSC colleges:
6. How the program will impact existing and/ or future external relations:

rev. 7/21/2016