**VERMONT STATE COLLEGES**

**POLICY 102 NEW PROGRAM PROPOSAL TEMPLATE**

Revised June 2025

**INITIAL PROPOSAL: Summary Information**

1. Institution:
2. Title and brief (1-paragraph) description of new program:
3. What modalities are required to ensure accessibility and flexibility for all students (e.g. online, in-person, hybrid, low-residency)?
4. Expected outcomes:

*Note specific student, educational and/ or employment need(s) to be addressed, and, if appropriate, indicate specific benefits to the State of Vermont.*

1. Preliminary data on market demand, market competition, and impact on existing program enrollments:

*Briefly summarize information obtained from external or internal sources including admissions and enrollment data, professional organizations, feedback from corporate partners, or market research.*

1. Initial budget estimates:

*Note assumptions about starting enrollments and any initial expenses or one-time revenues.*

Projected expenses for the proposed program:

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

Projected revenues for the proposed program:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year One** | **Year Two** | **Year Three** |
| **Tuition** |  |  |  |
| **Institutional investment** |  |  |  |
| **Other Sources (grants, specific appropriations)** |  |  |  |
| **TOTAL REVENUES:** |  |  |  |

1. Consultation with subject matter experts:

*Identify relevant subject matter experts involved during program development. This may include faculty, external industry professionals, or other experts with specialized knowledge pertinent to the proposed program.*

**FINAL PROPOSAL:**

**Include Summary Information and Detailed Program Description**

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

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

1. TOTAL CREDITS in proposed program: \_\_\_\_\_\_\_\_\_\_\_
2. TOTAL GENERAL EDUCATION CREDITS beyond those in the program: \_\_\_\_\_\_\_\_\_\_\_\_
3. TOTAL CREDITS for the degree: \_\_\_\_\_\_\_\_\_\_\_\_