

**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.

5. 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.

6. 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:			
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7. 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?

7. TOTAL CREDITS in proposed program: _____
8. TOTAL GENERAL EDUCATION CREDITS beyond those in the program: _____
9. TOTAL CREDITS for the degree: _____