The School of Graduate Studies and Research

Developing Academic Degree Programs

Policies and Procedures

June 2005
Table of Contents

Purpose

The “Intent to Plan (IP)” a New Academic Degree Program
  Content
  Important Elements
  Timeframes
  Approval Process
  Graduate Council Criteria
  Academic Planning Criteria
  Notification Process

The “Authorization to Establish (AE)” a New Academic Program
  Content
  Important Elements
  Timeframes
  Approval Process
  Graduate Council Criteria
  Academic Program Request to Establish Criteria
  Notification Process
  Progress Reports

Special Considerations for Doctoral and First Professional Degree Programs

Regulations for Planning and Conducting Degree-Related Extension and Distance Education
  Definitions
  Accreditation Requirements for Distance Education
  Policies, Procedures, and Forms
  Degree-Related Distance Education Program Requirements

UNC Board of Governors Long Range Plan – Academic Program Development

Appendices
  Request for Academic Program Development Funds
Purpose
Orderly growth in graduate education at Winston-Salem State University (WSSU) through the development of new masters and graduate certificate programs is an integral part of the university strategic plan. To this end, there is a need for an on-campus structure and process for new program development that involves the academic units interested in developing new masters or certificate programs.

The structure of these policies and procedures incorporates the requirements for the School of Graduate Studies and Research, the Graduate Council, the WSSU Planning Committee, and the UNC system as set forth in The University of North Carolina General Administration Administrative Memorandum 406, November 7, 2000 (http://www.northcarolina.edu/aa/reports/plan_intent/doc_index.cfm).
The “Intent to Plan (IP)” a New Academic Program

Content:
Appendix A of Administrative Memorandum 406 is the Intent to Plan template that must be completed (http://intranet.northcarolina.edu/docs/aa/planning/AppendixA.doc) and requests program information including the following:

1. Describe the proposed new degree program. The description should include:
   a) a brief description of the program and a statement of educational objectives
   b) the relationship of the proposed new program to the institutional mission and how the program fits into the institution’s strategic plan
   c) the relationship of the proposed new program to other existing programs at the institution
   d) special features or conditions that make the institution a desirable, unique, or appropriate place to initiate such a degree program.

2. List all other public and private institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program.

3. Estimate the number of students that would be enrolled in the program during the first year of operation:
   - Full Time _______
   - Part Time _______

4. If there are plans to offer the program away from campus during the first year of operation:
   a) briefly describe these plans, including potential sites and possible method(s) of delivering instruction.
   b) indicate any similar programs being offered off-campus in North Carolina by other institutions (public or private)
   c) estimate the number of students that would be enrolled in the program during the first year of operation:
      - Full Time _______
      - Part Time _______

Important Elements:
The most important elements in the Intent to Plan are:
   - The program fits with the institutional mission and strategic plan
   - There is demonstrated need for the program
   - Program quality is assured
   - Resources are identified and available
   - The institution is systematically addressing issues related to low producing programs

Timeframes:
(AM 406) Institutions wishing to plan new degree programs at the (undergraduate or) master’s level or Certificates of Advanced Study (C.A.S.) must send a notification of intent to plan to the Division of Academic Affairs (GA). Such notification may be sent at any time, but at least six months prior to the proposed date of establishment.

(AM 406) Following notification of intent to plan, the institution will have one year to complete planning and submit a request to establish the proposed program. If planning is not completed within the year, the campus may, under special circumstances, request a one-year extension. If the institution fails to complete the program plan within its allotted time, it must wait three years before resubmitting notification of intent to plan that program.
Approval Process:
In the process of applying for on-campus approval of the intent to plan a new academic program the faculty/program/department must submit their proposal for:

1. Departmental and college/school letters of support indicating that need, quality and resource issues are addressed and supported;
2. Graduate Council approval that the proposal meets Council Criteria;
3. Planning Committee approval that the proposal meets Academic Planning Criteria;
4. Cabinet approval that the program fits with institutional strategic planning and resources;
5. Chancellor’s approval.

Graduate Council Criteria:
1. Does the IP adequately justify the need/demand for the program? If not, what additional information/data needs to be included as part of the justification? The IP should address the applicant pool for the program and whether it is sufficient to support the program. Estimates of job openings for graduates of the program should be made, including local, regional, statewide, and national opportunities as appropriate.
2. Program courses and the transferability of the course to a graduate degree program, if applicable
3. Relationship to our institutional mission and our strategic plan
4. Impact on existing undergraduate or graduate programs (i.e., Will the proposed program strengthen other programs or stretch existing resources?)
5. Appropriateness of the elements of the proposed curriculum for the program? (Totally online vs. face-to-face)
6. Quality of the faculty (adequate to provide quality instruction, appropriate supervision, and outstanding research opportunities for students)
7. Five-year history of program enrollment and degrees awarded for other UNC institutions offering a similar program
8. Required resources (are they reasonable?). Include resources for faculty, graduate student support, recruiting and operating expenses

Academic Planning Criteria
1. Has completed Appendix A of Memorandum 406 except for the Chancellor’s signature;
2. Has obtained support and approval of department and dean;
3. Has obtained support and approval of the Graduate Council;
4. Supports the strategic and enrollment growth plans;
5. Provides a preliminary needs assessment which includes:
   a. need in relationship to programs at nearby universities (are these programs static - growing, low - high producing)
   b. need in relationship to demand from public or professions or is an emerging field of study (what is the demand and why will students seek this degree at WSSU);
   c. valid (based on facts from needs assessment) enrollment projections which show that the program can support the needed faculty (student credit hour production) within a 3 year period
6. Contains realistic measures for assurance of program quality (student learning outcomes and practical assessment plan which involves both internal and external assessments);
7. Contains general budget needs (faculty, staff, supplies, facilities) and resources for a three year period;
8. Demonstrates good potential to positively affect the ratio of high-producing to low-producing programs at the university.
Notification Process:
The vote of the Graduate Council members will be forwarded by the Dean of the School of Graduate Studies and Research to the Provost and Vice Chancellor for Academic Affairs. The Dean of the School of Graduate Studies and Research is responsible for submitting the IP to the WSSU Planning Committee for approval. The Provost and Vice Chancellor for Academic Affairs will notify the Dean with the committee’s decision. The Dean will then notify the appropriate academic unit(s). If the IP is approved it is submitted online to UNC General Administration (http://www.northcarolina.edu/content.php/apps/acadplan/appendixa.php). The academic unit(s) is/are responsible for this submission.
The “Authorization to Establish (AE)” a New Academic Program

Content:
Appendix C of Administrative Memorandum 406 is the Authorization to Establish template that must be completed (http://intranet.northcarolina.edu/docs/aa/planning/AppendixC.doc) and requires a description of the program including the following.

I. Description of the Program
   A. Describe the proposed degree program (i.e., its nature, scope, and intended audience).
   B. List the educational objectives of the program.
   C. Describe the relationship of the program to other programs currently offered at the proposing institution, including the common use of: (1) courses, (2) faculty, (3) facilities, and (4) other resources.

II. Justification for the Program—Narrative Statement
   A. Describe the proposed program as it relates to:
      1. the institutional mission and strategic plan
      2. student demand
      3. societal need (For graduate, first professional, and baccalaureate professional programs, cite manpower needs in North Carolina and elsewhere.)
      4. impact on existing undergraduate and/or graduate academic programs of your institution. (e.g., Will the proposed program strengthen other programs? Will it stretch existing resources? How many of your programs at this level currently fail to meet Board of Governors’ productivity criteria? Is there a danger of proliferation of low-productivity degree programs at the institution?)
   B. Discuss potential program duplication and program competitiveness.
      1. Identify similar programs offered elsewhere in North Carolina. Indicate the location and distance from the proposing institution. Include a) public and b) private institutions of higher education.
      2. Indicate how the proposed new degree program differs from other programs like it in the University system. If the program duplicates other UNC programs, explain a) why is it necessary or justified and b) why demand (if limited) might not be met through a collaborative arrangement (perhaps using distance education) with another UNC institution. If the program is a first professional or doctoral degree, compare it with other similar programs in public and private universities in North Carolina, in the region, and in the nation.
   C. Enrollment (baccalaureate programs should include only upper division majors, juniors and seniors).
      Headcount enrollment
      Show a five-year history of enrollments and degrees awarded in similar programs offered at other UNC institutions (using the format below for each institution with a similar program); indicate which of these institutions you consulted regarding their experience with student demand and (in the case of professional programs) job placement. Indicate how their experiences influenced your enrollment projections.

<table>
<thead>
<tr>
<th>Institution:</th>
<th>Program Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td></td>
</tr>
<tr>
<td>Degrees-awarded</td>
<td></td>
</tr>
</tbody>
</table>

(year) (year) (year) (year) (year)
Use the format in the chart below to project your enrollment in the proposed program for four years and explain the basis for the projections:

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(20__)</td>
<td>(20__)</td>
<td>(20__)</td>
<td>(20__)</td>
</tr>
</tbody>
</table>

Full-time  
Part-time  
TOTALS

Please indicate the anticipated steady-state headcount enrollment after four years:
Full-time  
Part-time  
Total

**SCH production** (upper division program majors, juniors and seniors only, for baccalaureate programs). Use the format in the chart below to project the SCH production for four years. Explain how SCH projections were derived from enrollment projections (see UNC website for a list of the disciplines comprising each of the four categories).

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Student Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Category</td>
<td>UG</td>
</tr>
<tr>
<td>Category I</td>
<td></td>
</tr>
<tr>
<td>Category II</td>
<td></td>
</tr>
<tr>
<td>Category III</td>
<td></td>
</tr>
<tr>
<td>Category IV</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Student Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Category</td>
<td>UG</td>
</tr>
<tr>
<td>Category I</td>
<td></td>
</tr>
<tr>
<td>Category II</td>
<td></td>
</tr>
<tr>
<td>Category III</td>
<td></td>
</tr>
<tr>
<td>Category IV</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Student Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Category</td>
<td>UG</td>
</tr>
<tr>
<td>Category I</td>
<td></td>
</tr>
<tr>
<td>Category II</td>
<td></td>
</tr>
<tr>
<td>Category III</td>
<td></td>
</tr>
<tr>
<td>Category IV</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 4</th>
<th>Student Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Category</td>
<td>UG</td>
</tr>
<tr>
<td>Category I</td>
<td></td>
</tr>
<tr>
<td>Category II</td>
<td></td>
</tr>
<tr>
<td>Category III</td>
<td></td>
</tr>
<tr>
<td>Category IV</td>
<td></td>
</tr>
</tbody>
</table>
III. Program Requirements and Curriculum

A. Program Planning.
   1. List the names of institutions with similar offerings regarded as high quality programs by the developers of the proposed program.
   2. List other institutions visited or consulted in developing this proposal. Also discuss or append any consultants’ reports, committee findings, and simulations (cost, enrollment shift, induced course load matrix, etc.) generated in planning the proposed program.

B. Admission. List the following:
   1. Admissions requirements for proposed program (indicate minimum requirements and general requirements).
   2. Documents to be submitted for admission (listing or sample).

C. Degree requirements. List the following:
   1. Total hours required. Major. Minor.
   2. Proportion of courses open only to graduate students to be required in program (graduate programs only).
   3. Grades required.
   4. Amount of transfer credit accepted.
   5. Other requirements (e.g. residence, comprehensive exams, thesis, dissertation, clinical or field experience, "second major," etc.).
   6. Language and/or research requirements.
   7. Any time limits for completion.

D. List existing courses by title and number and indicate (*) those that are required. Include an explanation of numbering system. List (under a heading marked “new”) and describe new courses proposed.

IV. Faculty

A. List the names of persons now on the faculty who will be directly involved in the proposed program. Provide complete information on each faculty member's education, teaching experience, research experience, publications, and experience in directing student research, including the number of theses and dissertations directed for graduate programs. The official roster forms approved by SACS can be submitted rather than actual faculty vita.

B. Estimate the need for new faculty for the proposed program over the first four years. If the teaching responsibilities for the proposed program will be absorbed in part or in whole by the present faculty, explain how this will be done without weakening existing programs.

C. If the employment of new faculty requires additional funds, please explain the source of funding.

D. Explain how the program will affect faculty activity, including course load, public service activity, and scholarly research.

V. Library

A. Provide a statement as to the adequacy of present library holdings for the proposed program.

B. State how the library will be improved to meet new program requirements for the next five years. The explanation should discuss the need for books, periodicals, reference material, primary source material, etc. What additional library support must be added to areas supporting the proposed program?

C. Discuss the use of other institutional libraries.
VI. Facilities and Equipment
   A. Describe facilities available for the proposed program.
   B. Describe the effect of this new program on existing facilities and indicate whether they will be adequate, both at the commencement of the program and during the next decade.
   C. Discuss any information technology services needed and/or available.
   D. Discuss sources of financial support for any new facilities and equipment.

VII. Administration
Describe how the proposed program will be administered, giving the responsibilities of each department, division, school, or college. Explain any inter-departmental or inter-unit administrative plans. Include an organizational chart showing the "location" of the proposed new program.

VIII. Accreditation
Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe plans to request professional accreditation. If the proposed new degree program is at a more advanced level than those previously authorized or if it is in a new discipline division, was SACS notified of a potential "substantive change" during the planning process? If so, describe the response from SACS and the steps that have been taken to date with reference to the applicable procedure.

IX. Supporting Fields
Are other subject-matter fields at the proposing institution necessary or valuable in support of the proposed program? Is there needed improvement or expansion of these fields? To what extent will such improvement or expansion be necessary for the proposed program?

X. Additional Information
Include any additional information deemed pertinent to the review of this new degree program proposal.

XI. Budget
Provide estimates (using the attached form) of the additional costs required to implement the program and identify the proposed sources of the additional required funds. Use SCH projections (section II.C.) to estimate new state appropriations through enrollment increase funds. Prepare a budget schedule for each of the first three years of the program, indicating the account number and name for all additional amounts required. Identify EPA and SPA positions immediately below the account listing. New SPA positions should be listed at the first step in the salary range using the SPA classification rates currently in effect. Identify any larger or specialized equipment and any unusual supplies requirements.

For the purposes of the second and third year estimates, project faculty and SPA position rates and fringe benefits rates at first year levels. Include the continuation of previous year(s) costs in second and third year estimates.

Additional state-appropriated funds for new programs may be limited. Except in exceptional circumstances, institutions should request such funds for no more than three years (e.g., for start-up equipment, new faculty positions, etc.), at which time enrollment increase funds should be adequate to support the new program. Therefore it will be assumed that requests
(in the “New Allocations” column of the following worksheet) are for one, two, or three years unless the institution indicates a continuing need and attaches a compelling justification. However, funds for new programs are more likely to be allocated for limited periods of time.
# SUMMARY OF ESTIMATED ADDITIONAL COSTS FOR PROPOSED PROGRAM/TRACK

**INSTITUTION ____________________________ DATE __________________**

Program (API #, Name, Level) __________________________________________________________________________

Degree(s) to be Granted ____________________________ Program Year __________________

## ADDITIONAL FUNDS REQUIRED - BY SOURCE

<table>
<thead>
<tr>
<th>Reallocation</th>
<th>Enrollment Resources</th>
<th>Federal Funds</th>
<th>Other New Allocations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>of Present Institutional Increase</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Increase</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other New Allocations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 101 Regular Term Instruction

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1210 SPA Regular Salaries</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>(Identify positions)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
</tr>
<tr>
<td>1310 EPA Academic Salaries</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>(Identify positions)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
</tr>
<tr>
<td>1810 Social Security</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>1820 State Retirement</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>1830 Medical Insurance</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>2000 Supplies and Materials</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>(Identify)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
</tr>
<tr>
<td>3000 Current Services</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>(Identify)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
</tr>
<tr>
<td>4000 Fixed Charges</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>(Identify)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
</tr>
<tr>
<td>5000 Capital Outlay (Equipment)</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>(Identify)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
</tr>
<tr>
<td><strong>TOTAL - Regular Term Instruction</strong></td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>

### 151 Libraries

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>151 Libraries</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>(Identify accounts)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
<td>(_________)</td>
</tr>
</tbody>
</table>

SGSR Revised 01/09/06
<table>
<thead>
<tr>
<th></th>
<th>TOTAL - Libraries</th>
<th>TOTAL ADDITIONAL COSTS . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td>$__________</td>
<td>$__________</td>
</tr>
</tbody>
</table>

**NOTE:** Accounts may be added or deleted as required.
XII. Evaluation Plans
All new degree program proposals must include an evaluation plan which includes: (a) the criteria to be used to evaluate the quality and effectiveness of the program, (b) measures to be used to evaluate the program, (c) expected levels of productivity of the proposed program for the first four years of operation (number of graduates), (d) the names, addresses, e-mail addresses, and telephone numbers of at least three persons (six reviewers are needed for graduate programs) qualified to review this proposal and to evaluate the program once operational, and (e) the plan and schedule to evaluate the proposed new degree program prior to the completion of its fifth year of operation once fully established.

Program Evaluation Format

A. Criteria to be used to evaluate the proposed program:
B. Measures to be used to evaluate the program:
C. Projected productivity levels (number of graduates):

<table>
<thead>
<tr>
<th>Level</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>____</td>
<td>____</td>
<td>____</td>
<td>____</td>
<td>______</td>
</tr>
<tr>
<td>M</td>
<td>____</td>
<td>____</td>
<td>____</td>
<td>____</td>
<td>______</td>
</tr>
<tr>
<td>I/P</td>
<td>____</td>
<td>____</td>
<td>____</td>
<td>____</td>
<td>______</td>
</tr>
<tr>
<td>D</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

(Key: B-Bachelor’s, M-Master’s, I/P-Intermediate or Professional, D-Doctoral)

D. Recommended consultant/reviewers: Names, titles, addresses, e-mail addresses, and telephone numbers. May not be employees of the University of North Carolina.
E. Plan for evaluation prior to fifth operational year.

XIII. Reporting Requirements

Institutions will be expected to report on program productivity after one year and three years of operation. This information will be solicited as a part of the biennial long-range planning revision.

Proposed date of initiation of proposed degree program: _______
Important Elements:
AM 406) The program planning activity is intended as an opportunity for an institution to make the case for need and demand and for its ability to offer a quality program. This activity, by itself, does not guarantee that program authorization will be granted.

In general it is expected that funding to support new degree programs will be provided through a combination of internal reallocations, enrollment increase funds, and external grants. Where appropriate (i.e., in cases where there is convincing evidence of potential for program success if initial support is provided) and when central funds are available, start-up funds will be provided, generally for no more than three years, with the expectation that the program will ultimately be self-sustaining and the start-up funds will be returned and recycled for the use of other UNC programs. In cases where the allocation of start-up funds is appropriate but they are not immediately available, recommendation of approval of the program may be delayed until such funds are available.

Timeframes:
(AM 406) Following review and (where appropriate) consideration by the Graduate Council of the UNC, the Senior Vice President for Academic Affairs will recommend approval of the program to the Committee on Educational Planning, Policies, and Programs and (through it) to the Board of Governors. In general, reviews will be completed within three to six months. Actual time will depend upon the quality of the proposal and the extent to which the proposal may need to be revised and resubmitted.

Approval Process:
In the process of applying for on-campus approval of the request to offer a new academic program the faculty/program/department must submit their proposal for

1. Departmental and college/school letters of support indicating that need, quality and resource issues are addressed and supported;
2. Graduate Council approval that the proposal meets Council Criteria;
3. Planning Committee approval that the proposal meets Academic Program Request to Establish Criteria;
4. Cabinet approval that the program fits with institutional strategic planning and resources;
5. Chancellor’s approval.

Graduate Council Criteria:
1. Does the AE adequately justify the need/demand for the program? If not, what additional information/data needs to be included as part of the justification? The AE should address the applicant pool for the program and whether it is sufficient to support the program. Estimates of jobs openings for graduates of the program should be made, including local, regional, statewide, and national opportunities as appropriate.
2. Program courses and the transferability of the course to a graduate degree program, if applicable
3. Relationship to our institutional mission and our strategic plan
4. Impact on existing undergraduate or graduate programs (i.e., will the proposed program strengthen other programs or stretch existing resources?)
5. Appropriateness of the elements of the proposed curriculum for the program? (Totally online vs. face-to-face)
6. Quality of the faculty (adequate to provide quality instruction, appropriate supervision, and outstanding research opportunities for students)
7. Five-year history of program enrollment and degrees awarded for other UNC institutions offering a similar program
8. Required resources (are they reasonable?). Include resources for faculty, graduate student support, recruiting and operating expenses
Academic Program Request to Establish Criteria:

1. Includes completed Appendix C of Memorandum 406 except for the Chancellor’s signature;
2. Includes support and approval of department and dean;
3. Includes support and approval of the Graduate Council;
4. Supports the strategic and enrollment growth plans;
5. Provides a detailed needs assessment as described in Appendix C;
6. Contains realistic measures for assurance of program quality (student learning outcomes and practical assessment plan which involves both internal and external assessments);
7. Contains budget as required by Appendix C;
8. Demonstrates good potential to positively affect the ratio of high producing to low producing programs at the university.

Notification Process:
The Provost and Vice Chancellor for Academic Affairs will submit the Authorization to Establish to the UNC GA. The Provost and Vice Chancellor for Academic Affairs will be notified of the UNC Board of Governors' decision and will in turn notify the Dean of the School of Graduate Studies and Research as well as the appropriate academic unit(s).

Progress Reports:
After an institution receives authorization to establish a new degree program, it must submit two progress reports to the Senior Vice President. The first such report will cover the first one to two years of implementation, and the second report will cover the first three to four years of operation of the program. Both reports will include information on the extent to which an institution has met projected enrollments and degrees conferred and, if start-up funds were provided, will report on the readiness of the program to continue once start-up funds are discontinued (generally, at the end of the third year). These reports will be submitted as a part of the institution's biennial long-range planning submission.
Special Considerations for Doctoral and First Professional Degree Programs

The process for planning a Doctoral or First Professional Degree Program follows the policies and procedures for the Intent to Plan with the following exceptions:

Authorization to Plan (Intent to Plan) – Content
Doctoral and First Professional programs are first submitted on Appendix B – Request for Authorization to Plan. This form includes two questions not found in Appendix A (Intent to Plan); (1) the Planning Committee for the proposed program and (2) the Financial Plan for the proposed program.

Authorization to Plan (Intent to Plan) – Timeframes
Notification may be sent at any time, but at least one year prior to the proposed date of establishment.

Following approval of the authorization to plan, the institution will have two years to complete planning and submit a request to establish the proposed program. If planning is not completed within two years, the campus may, under special circumstances, request a one-year extension.

Authorization to Plan (Intent to Plan) – Notification Process
If the Authorization to Plan is approved it is submitted to the UNC General Administration by the Provost and Vice Chancellor for Academic Affairs. The Authorization to Plan is presented to the UNC Graduate Council and, if recommended, is presented to the UNC Committee on Educational Planning, Policies, and Programs for approval to plan. The Provost and Vice Chancellor for Academic Affairs will be notified in writing of the Committee’s decision and will in turn notify the Dean of Graduate Studies and Research. The Dean will then notify the appropriate academic unit(s).

Accreditation Requirements for Doctoral and First Professional Programs
The first Doctoral or First Professional program planned by WSSU will constitute a Substantive Change based on the “Substantive Change Policy for the Commission on Colleges” and will require Prior Notification and Approval from SACS. SACS notification is made by the Chancellor at least one year in advance of the Substantive Change.

The policies and procedures for the Authorization to Establish a Doctoral or First Professional Degree are the same as documented above.
Definitions
Distance Education:
Off-campus instruction for credit whether face-to-face, electronically mediated, or a combination of methodologies

Degree-related Distance Education Course:
An individual degree-related course offered for credit off-campus (does not include courses offered on-line, or through other electronic means, to students enrolled on-campus as regular term students)

Degree-related Distance Education Program:
A sequence of courses or a course of study whereby at least 50 percent of the formal educational requirements, including residency requirements, necessary to qualify for a degree or certificate is offered off-campus

Proposed Site:
For programs that are site based, denotes the county or counties in which a proposed site-based degree-related distance education course or program is to be offered

Accreditation Requirements for Distance Education
From the “General Substantive Change Policy for the Commission on Colleges”:

Procedure One (Prior Notification and Approval):
Includes initiation of an off-campus site at which students can earn at least 50% of the credits toward the educational program; notification is made by the Chancellor at least six months in advance of the Substantive Change

Procedure Two (Prior Notification):
Includes initiation of an off-campus site at which students can earn more than 25% and less than 50% of credits toward a program; notification is made by the chancellor prior to implementation

Policies, Procedures, and Forms
If the program that is being proposed as a degree-related distance education program is authorized in the Academic Program Inventory
Appendix F - Notification of Intent to Plan a New Distance Education Degree Program
Appendix G - Request for Authorization to Establish a New Distance Education Degree Program

Please refer to the Intent to Plan section of this manual for Important Elements, Approval Process, Graduate Council Criteria, and Academic Planning Criteria for information on Appendix F. Please refer to the Authorization to Establish section of this manual for Important Elements, Approval Process, Graduate Council Criteria, Academic Program Request to Establish Criteria, and Notification Process for information on Appendix G.

The timeframe for submitting Appendix F is at least one month prior to submitting a request to establish (and three months prior to the proposed implementation date) or when the institution is required to notify SACS (whichever comes sooner). Appendix F is submitted online at http://www.northcarolina.edu/content.php/apps/acadplan/appendixf.php

The timeframe for submitting Appendix G is at least two months prior to the proposed date of establishment.
If the program that is being proposed as a degree-related distance education program is not authorized in the Academic Program Inventory
- Appendix A – Notification of Intent to Plan a New (Degree) Program
- Appendix C – Request for Authorization to Establish a New (Degree) Program
Please refer to the Intent to Plan and Authorization to Establish sections of this manual for further information.

Approval of DE programs will be authorized for five years. Requests for reauthorization of the program must be submitted at the end of the fourth year
- Appendix H – Distance Education Degree Program Assessment Form and Request for Reauthorization

Degree-Related Distance Education Program Requirements

Admission Requirements:
Must be comparable to the admissions requirements of the same programs offered on-campus; institution must assess student capability to succeed in distance education programs and apply this information to admission and recruitment policies and decisions

Residence Requirements:
The institution must state clearly its policy regarding the number of credit hours and courses applicable to a distance education degree program which must be earned in residence by regular term or summer term instruction on its campus and must clearly define “residence,” or else the institution must indicate that such a policy is not applicable

Curriculum and Instruction:
Programs must provide for timely and appropriate interaction between students and faculty, and among students
- Institution’s faculty must assume responsibility for and exercise oversight over distance education, ensuring both the rigor of programs and the quality of instruction
- Institution must ensure that the technology used is appropriate to the nature and objectives of the programs
- Institution must ensure the currency of materials, programs, and courses
- Institution’s DE policies must be clear concerning ownership of materials, faculty compensation, copyright issues, and the utilization of revenue derived from the creation and production of software, telecourses, or other media products
- Institution must ensure the integrity of student work and the credibility of the degrees and credits it awards

Faculty:
Faculty members assigned to teach degree-related distance education courses or programs must be members of the regular staff of the institution or part-time faculty identified specifically to assist as distance education instruction faculty and fully qualified to teach as determined by the academic department offering the course of program

If the institution has a designated graduate faculty, graduate-level instructors, whether full-time or part-time faculty members of the institution, must hold membership on the graduate faculty of that institution

Part-time faculty must possess at least the same or equivalent qualifications as the full-time faculty and must be approved formally by the academic department through which credit is to be awarded and such other institutional units or mechanisms as may be required for faculty appointments

Full-time faculty members may teach courses in distance education programs as a part of their regular load; if such courses are taught on as overload basis; the faculty member is limited to no more than one additional course per semester in addition to their regular full-time, on-campus teaching load

SGSR Revised 01/09/06
Faculty members employed to teach only distance education courses or programs must have a significant orientation and involvement with the ongoing planning of policies and programs of the academic unit offering these courses or programs.

The institution must provide appropriate faculty support services and training for faculty who teach in DE programs.

**Student Services:**
The institution must provide adequate access to the range of student services appropriate to support the programs, including admissions, financial aid, academic advising, delivery of course materials, and placement and counseling.

The institution must provide an adequate means for resolving student complaints.

There should be a set of written policies, procedures, and guidelines pertaining to degree-related DE courses and programs, which includes information on admissions, curriculum, requirements for completion, costs and payment policies, financial aid, and any other pertinent information; for electronically-mediated distance education, institutions must provide information about the nature of faculty/student interaction, assumptions about students’ technological competence and skills, technical equipment and software requirements, and availability of academic and student support services.

The institution must ensure that students admitted possess the knowledge and equipment necessary to use the technology employed in the program and provide aid to students who are experiencing difficulty using the required technology.

**Library and Learning Resources:**
Institution must ensure that students have access to and can effectively use appropriate library resources.

Institution must monitor whether students make appropriate use of learning resources.

Institution must provide laboratories, facilities, and equipment appropriate to the courses or programs.

**Facilities and Finances:**
Institution must possess the equipment and technical expertise required for distance education.

Institution’s long-range planning, budgeting, and policy development processes must reflect the facilities, staffing, equipment and other resources essential to the viability and effectiveness of the DE program.
UNC Board of Governors Long Range Plan – Academic Program Development

The general principles and priorities defined and pursued by the Board of Governors thus far in academic program development include the following:

- **Institutional diversity must be maintained.** Universities need not, and should not, all be alike. Neither the demands of the labor market, nor the needs of society, nor available resources require or permit the homogenization of institutions. The need is to strengthen and improve each of the constituent institutions in carrying out its assigned mission.

- **Greater access to educational opportunity must be provided.** In extending the benefits of education, it is the objective of the Board of Governors to provide needed higher educational opportunities for all citizens of North Carolina who have the aptitude, motivation, and desire to pursue programs of higher education. Only in this way can we hope to cultivate the truly educated citizenry that a changing society and economy demand.

- **Quality is the critical ingredient in all effective education.** It should not be diluted by over-expansion when funds, equipment, program base, or facilities are inadequate to the task. For this reason, the board has emphasized the strengthening of existing programs that are needed over the initiation of new.

- **The University has a primary obligation to provide undergraduate education of high quality.** The majority of students enrolled in the University are undergraduates, and this imposes on all institutions the responsibility to provide for those students an educational experience of high quality. This is a basic obligation of every campus, and institutions are urged to improve and strengthen their undergraduate and general studies programs.

- **With respect to the development of new graduate programs, it is essential to recognize an important distinction between the master's level and doctoral programs.** Many master's degrees tend to be professionally or occupationally oriented and to be sought by students who are bound to a region or locality. Such programs are less demanding in terms of faculty, facilities and equipment, and can be mounted less expensively than doctoral programs. Proposed new doctoral programs should be evaluated in terms of demonstrated need, the capacity to offer a high quality program, the availability of funding, and the economical use of the state's resources.

- **Good management requires the application of priorities and the judicious allocation of resources.** Academic programs and course offerings must be up-to-date and must be responsive to legitimate needs, but the counterpart of change is the discontinuation of programs no longer needed. Low quality, low productivity, and low priority programs must be eliminated in order to redirect resources to higher needs and priorities. Fiscal constraints are particularly important in initiating programs at the doctoral and first professional levels, where program costs and specialized facilities and other resources are required. These considerations also apply in certain areas of undergraduate education such as engineering, the sciences, and health professions.
APPENDICES
# ONE-YEAR PROPOSAL

The proposal should identify the academic program the funds will be used to develop, how much is requested for the project, and what the funds will be used for in support of the program. Proposals may be for one year. Please prepare a separate form for each program.

## 1. Title and Degree Level of Program Including CIP

## 2. Budget for Program Development

**Year 1**

<table>
<thead>
<tr>
<th>Total Funds Requested</th>
<th>$ Use for Funds</th>
<th>Description of $ Use for Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>