

## New Academic Program Workflow Input Form

### General

**Proposed Name:**

*Limited to 30 characters*

**Plan Type:** Choose an item.

**Academic Career:** Choose an item.

**Degree Offered:**

*This will be a drop down list corresponding to the above two selections. BA, BS, MA, MS, PhD, etc. There is an option (Other) to create a new, unique degree, please enter that degree in the provided text block.*

**Anticipated 1st Admission Term**

**Letter(s) of Support:**

*This provides the location to upload all required/requested letters of support.*

- 1. Departments with same/similar target audience and/or curriculum*
- 2. Home departments housing courses required for the proposed curriculum outside your department. Letters of support must have department head signature and specify that the home department has regular offerings and seats available.*

*If your program doesn't meet either criteria, please upload a document with "Not applicable" on the page.*

### Details

**College(s):**

*Click [here](#) for a look up table.*

**Department(s):**

*Departments are in the College look up table above.*

**Campus(es):**

*Click [here](#) for a list of campuses and associated locations.*

**Location(s):**

**Admission application terms for this plan (click all that are applicable):**

Spring     Summer     Fall

**Plan admission types (click all that are applicable):**

Freshman     Transfer     Readmit     Graduate

Non Degree Certificate (UCRT only)

Other (For Community Campus specifics)

**Plan Taxonomy: CIP Code (6 digit Code required)**

Go to [the National Statistics for Education web site](#) to select an appropriate CIP Code.

**Print Option:**

Diploma

Transcript

### **Conditions for Admission/Declaration for this Major**

*Explain in detail the criteria to join this major, including GPA requirements, completion of courses prior to declaration, application process, interviews, etc. These conditions must be approved by faculty governance to be enforced.*

### **Requirements for Accreditation**

*Describe the requirements for accreditation if the program will seek to become accredited. Assess the eligibility of the proposed program for accreditation.*

## **Additional Information**

### **Academic Information Upload**

*Upload the applicable Additional Information form; [Major and/or Minor](#), or Certificate.*

### **Financial Information Upload**

*Upload the Budget Projection Excel file in this location. The file can be downloaded [here](#).*

## Program Comparisons

### University Appropriateness

*Explain how the proposed program is consistent with the University mission and strategic plan and why the university is the most appropriate location within the Arizona University System for the program. Please explain how this proposed program is consistent with the College strategic plan.*

### Arizona University System

*List all similar programs at the same academic level (Bachelor's, Master's, Doctoral) currently offered in the Arizona University System.*

Not Applicable

1<sup>st</sup>: Program Name

Is this Program Accredited?  No  Yes

Degree  # of Students

Location (University & Site)

2<sup>nd</sup>: Program Name

Is this Program Accredited?  No  Yes

Degree  # of Students

Location (University & Site)

### Peer Comparison

*Upload the comparison chart, and include the requested input.*

*Explain the ways in which it is similar to and different from comparable programs at two public peer institutions. Use the relevant [comparison chart](#) to assist you ([Graduate](#) or Undergraduate [Major](#) or [Minor/Certificate](#)).*

*Note: You may be required to submit a comparison chart for comparable programs in the University of Arizona.*

Not Applicable

## Faculty & Resources

### Faculty

#### Current Faculty

Click [here](#) for an Excel file for the Current Faculty inputs and Current Student & Faculty FTE. (On the first tab of this file. This is the same file as below, Current Student & Faculty FTE).

#### Additional Faculty

Describe the additional faculty needed during the next three years for the initiation of the program and list the anticipated schedule for addition of these faculty members.

#### Current Student & Faculty FTE

Click [here](#) for an Excel file for the Current Faculty inputs and Current Student & Faculty FTE. (On the second tab of this file. This is the same file as above, Current Faculty).

#### Projected Student & Faculty FTE

Give the projected headcount of students in your current majors (do not include minors or certificate students) and faculty FTE for the next three years in the department(s) or unit(s) in which the program will be offered.

	Undergraduate Headcount			Graduate Headcount			Faculty FTE		
1. Department	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3

### Library

#### Acquisitions Needed

Describe additional library acquisitions needed during the next three years for the successful initiation of the program.

### Physical Facilities & Equipment

#### Existing Physical Facilities

Assess the adequacy of existing physical facilities and equipment available for the

*proposed program. Include special classrooms, laboratories, physical equipment, computer facilities, etc.*

**Additional Facilities Required & Anticipated**

*Describe additional physical facilities and equipment that will be required or are anticipated during the next three years for the proposed program.*

**Other Support**

**Other Support Currently Available**

*Describe other support currently available for the proposed program. Include support staff, university and non-university assistance.*

**Other Support Needed over the Next Three Years**

*List additional staff and other assistance needed for the next three years.*