

New Undergraduate Major or Graduate Degree Program (Template)

Academic Year 2021-2022

Contact the Registrar's office to initiate a new program. A form will be created in [OCEAN 1.9](#) by the Registrar's office with a temporary program code.

**Academic units should contact the Associate Provost for Faculty and Academic Planning (undergraduate) or the Associate Dean for Graduate College (graduate) to inform them about this new program proposal and intended timeline for approval. The Graduate College will provide academic units the latest CCGS template.*

****Please ensure the proposal is saved with the date and program code in the name of the document (e.g., MAXX01LawJusticeCulture_112017).**

A. Summary Statement

1. Date of submission
2. Program code (assigned by Registrar's office)
3. Name of program
4. Degree to be conferred
5. Administrative unit(s) proposing program
6. Name(s) of individual(s) proposing the program and email address(es)
7. A brief (< 250 word) statement summarizing the program (including the distinguishing features of the curriculum, the total credit hours, and the intended audience of students) and a summary of resource needs.
8. Provide a program overview and anticipated opportunities for students upon graduation. (This will be published in the catalog.)
9. Anticipated semester and year of initial student cohort

B. Need for Program

1. What is the student demand for the program and how was that determined?
2. What other schools within Ohio offer the same or a similar program and how is this program differentiated? How does the proposed curriculum compare with similar programs offered at other institutions?
3. How does the proposed program align with the current vision for the university and your college?
4. What overlap or duplication exists between the proposed program and other OHIO programs?
5. Does OHIO currently offer a program with the same 4-digit CIP code (XX.XX) as the proposed program? To look up CIP codes, click [Here](#)
6. Does OHIO currently offer a program with the same 2-digit CIP code (XX.) as the proposed program?
7. Will the proposed program replace a program currently offered with the same CIP code (e.g., an update of an existing program)?
8. Was the proposed program developed in collaboration with another institution in Ohio? If so, briefly describe the involvement of each institution.

9. To what extent will students in the program come from students who would enroll at OHIO in a different program?
10. Provide evidence of consultation, cooperation and/or collaboration with other OHIO programs in the development of this proposal. Documented approval is required from departments whose courses your program will require. Evidence of consultation should be included in all cases where your program impacts other academic departments or schools.

C. Curriculum

1. Describe the curriculum in a format that includes all of the following:
 - a. Course prefixes, numbers, names, and credit hours for each of the required courses, and specify what courses are existing and what course are new. If new courses are proposed, indicate the status of their approval through ICC/UCC.
 - b. All permitted electives, and any required field/clinical requirements,
 - c. The total number of credit hours required for completion of the major,
 - d. The total number of credit hours required for completion of the degree (not to exceed 126 semester hours for undergraduate programs). This includes all additional college and university requirements not already met by the curriculum as previously outlined, including General Education and requisites.
 - e. The breakdown of OHIO coursework that is existing, revised, or new (using this chart).

Category	Number of Credit Hours	Percent of Total
Existing or repackaged curricula: <i>Courses from existing inventory of courses at OHIO</i>		
Revised or redesigned curricula: <i>Courses for which content has been revised for the new program</i>		
New curricula: <i>Courses developed for the new program that haven't been offered at OHIO</i>		
Total: <i>Must match the total number of credit hours required for the program</i>		

- f. The sequencing of courses over the typical student's career,
 - g. A description of the culminating experience of the program (required of all graduate degree programs).
 - h. Graduation Requirements (in addition to University requirements)
 - (1) Are there minimum grade requirements for individual courses?
 - (2) Is there a minimum GPA for courses in the major?
 - i. If MA or MS, describe significant research component (non-research graduate degrees such as Master of Arts Administration or Master of Athletic Training are professional degrees and while do require a culminating experience, it need not be research-based).
 - j. Include all course descriptions in the appendix.
2. Define the proposed policy on accepting transfer of credit from other institutions or other programs at OHIO.

D. Modality & Location

1. Is this program intended to be delivered completely online?
 - If yes, is there a mandatory or an optional in-person component (e.g., residency or clinical)?
 - If not, what modality will the instruction be delivered? In-person or blended?
2. Students in this program will be affiliated with which campus location(s)?

E. Accreditation & Licensure/Certification

1. Does the program intend to seek accreditation?
2. If so, what is the name of the agency that would accredit the program?
3. Has it been contacted and what is the plan and timeline for accreditation?
4. Is the curriculum in accord with its standards?
5. Is this program designed to meet educational requirements for a specific professional licensure or certification? If yes, please respond to the following questions.
 - Is the license/certification required for employment in this occupation?
 - Is completion of the program sufficient to meet state licensing requirements?

F. Faculty and Instruction

1. Who will be teaching, what is their faculty rank and their terminal degree?
2. Will new faculty expertise or new faculty members be needed to operate this program?
 - If yes, is there approval to hire new appropriately credentialed faculty members?
 - If no, provide an explanation of existing faculty capacity?
 - How will new faculty for the program be selected? By whom?
3. What are the minimal qualifications expected of instructors in the program? HLC has guidelines on [faculty qualifications](#).
4. What body will oversee the curriculum?

G. Admission Requirements

1. What are the criteria for admission into the program? Be specific.
2. Are there any limits on the number of enrollments? If yes, what criteria will be used to make selections?

H. Administration

1. What academic unit will be home to the program?
2. How will administrative support be provided?

I. Timing

1. When do you want the program to start? Please be aware of the levels of approval and timelines required for internal and external approvals as outlined in the manual (new programs must be approved by ODHE and HLC before being advertised).
2. If the program will be “phased-in,” describe the process.

J. Budget and Financial Implications

1. What is the financial impact of the program (projected income and expenses), including resource needs such as personnel, space renovations, equipment and technology, library resources, waivers, etc. immediately, and into the next five years?

K. Assessment and Program Review

1. What are the program's instructional learning outcomes?
2. How will these outcomes and program quality be assessed?
3. How will the program prepare for future program reviews (see [Program Review Committee documentation](#))?
4. How will individual student success in the program be measured?