



## **Academic Proposal Form for All New Concentrations Within Existing Programs**

**INSTRUCTIONS.** Please respond to each question. If the question is not applicable, please use “NA” and include a brief explanation of why the question is not applicable to the proposed action.

### **SECTION I. EXECUTIVE SUMMARY**

**College/School and Department**

**Major Description** (including current concentrations offered in this major)

**Concentration Summary Description** (curriculum as well as student target market)

**Purpose** (Goals and Objectives in keeping with College/School, Department, and UofM Mission)

**Need** (Provide a brief justification for why this concentration is needed for this major at the University of Memphis and the impact it may have on enrollment of the major).

**List All Established or Newly Approved Programs with the Same CIP Classification ([Http://Thec.Ppr.Tn.Gov/ApiSearch/](http://Thec.Ppr.Tn.Gov/ApiSearch/)) at the Same Degree Level Offered at any Public Institution in Tennessee (LGI or UT Institutions).**

**SECTION II: PROGRAM STRUCTURE****A. Courses/Credit Hours****1. General Education****2. Major Field Core (a core of at least six hours is required)****3. Concentration Courses**

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
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**4. Other Electives**

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
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**5. TOTAL credits required in Major, including concentration:**

(If applicable, elaborate on any capstone experience, internship, or other requirements beyond coursework).

**B. Admission, Retention, and Graduation Requirements.** (Provide only if requirements are different from standard department or college requirements as stated in the *Catalog*.)

**C. Description of New Courses.** Provide rubric, number, title, credit hours and catalog description of each new course needed for full implementation of the proposed concentration. (Note that new course proposals, with syllabus for each, are also required).

**D. Proposed delivery of program** (traditional, online, hybrid?) and any other aspects of scheduling that are notable.

**E. Describe any unique features not previously addressed, e.g., interdepartmental cooperation, industry partners, articulation, etc.**

**SECTION III: STUDENT ENROLLMENT PROJECTIONS**

- A. Estimate the unduplicated headcount and full-time equated enrollment and the number of graduates for a complete program cycle.

Year	Full-Time Headcount	Part-time Headcount	Total Year Headcount	FTE	Graduates
1					
2					
3					
4					
5					

- B. Explain the basic assumptions used in estimating the size of the proposed program. Assumptions should be related to the evidence of need and to other supportive data.

**SECTION IV: PROGRAM JUSTIFICATION, PERFORMANCE, EVALUATION, AND OUTCOMES**

The following requirements may not be applicable to all proposals. Carefully consider the elements in each area and respond as completely as possible below. Quantification of performance goals should be included whenever possible. If the item is not applicable, add a statement explaining why it is not applicable.

- A. **Evaluation Plans/Accreditation:** List the assessment standards that are most appropriate for measuring the effectiveness and success of the proposed program as related to the stated goals, objectives and outcomes. Also, if this concentration is a part of a major program that is accredited (other than SACSCOC), explain how this new concentration will fit with that accreditation process.

- B. **Evidence of Demand and Need** (Refer to THEC Policy A1.0 and A1.1)

1. **Reasons for developing the program**

2. **Unique aspects of this program as distinguished from other programs or courses presently offered.**

### **3. Expectations for placement of graduates**

- C. **Resources Requested and Required:** (If additional resources are requested provide a detailed budget. If no additional resources are required explain why this new concentration will not impact current instructional costs)