When proposing a new program, the following information is needed to create the program in PCAS. Please be mindful of the character limits in fields that require text.

# **#1 General Information**

|  |  |
| --- | --- |
| Program Type: | Choose an item. |
| Effective term / Start date of the program: |  |
| Program title (short): |  |
| Program title (long): |  |
| Type of Degree: (for new majors; BS, BMM) |  |
| Catalog Description: *(3200 characters)* | *(3200 characters)* |

# **#2 Narrative Material**

|  |  |
| --- | --- |
| Reason for Proposed New Program *(300 characters max)* | *(300 characters max)* |
| Site(s) beyond the home campus where this program will be delivered *(if applicable)* | *(if applicable)* |
| Enter the external accrediting agency for this program, *(if applicable)* | *(if applicable)* |
| External accrediting agency name: |  |
| External accrediting agency address: |  |
| External accrediting agency phone number: |  |
| If the agency has a website, please enter the URL: |  |
| How frequently is this program reviewed by the agency? |  |
| When is the upcoming agency review, if scheduled? | *List Month/year* |
| Academic Exchange or Articulation Agreement (if applicable)  If this program is a joint program delivered in cooperation with another academic institution, or if it involves an Articulation Agreement or a formal Academic Exchange involving the granting or transferring of college credit on any level, briefly describe the purpose and sources of support for the program. |  |
| Program delivery is available via:  *(Check all that apply out of these four options)*  *(typically UMC uses classroom and completely online)* | Classroom (majority of program is face-to-face)  Completely online (All course work for programs designated as online should be able to be completed online. For programs that require a practicum/rotation, as long as students can complete these in their own community, the program is still considered online.)  Primarily online (At least 80% of instruction in the entire program is online. Intensive, but short period of face-to-face course work may be required (e.g., two weeks summer session). No required course in the program should necessitate that students travel to a classroom location weekly.)  Partially online (Between 50% and 80% of the instruction in the entire program is online.) |
| Mission, Priorities, and Interrelatedness *(2000 characters max)*   * In what specific ways is the proposed program consistent with the University’s mission? With the unit’s mission? * How does the program support the unit’s strategic direction and compact? * How will the program contribute to the priorities of the University, the campus, and the unit? * How does the program relate to other University academic programs? * What are the implications – including impact of prerequisites and related courses – on other units, colleges, or campuses? (Document your consultation by providing copies of correspondence with relevant units to establish collaborations on interdisciplinary programs, use courses from other units, etc.) | *(2000 characters max)* |
| Need and Demand *(2000 characters max)*   * What is the need and demand for the program? Proposals for programs that reach very small numbers of students are discouraged. Use the following kinds of evidence, as appropriate:   + Evidence that the program meets societal needs and expectations   + Evidence of consultation with employers or professional organizations, if appropriate.   + Employment data, if appropriate (availability of jobs for graduates).   + Enrollment data for similar programs   + Data reflecting student interest or demand, both short- and long-term * What are the intended geographic service area and the prospective student market? * How will students benefit from the program? | *(2000 characters max)* |
| Comparative Advantage *(2000 characters max)*   * What are the unique characteristics of the program that make it particularly appropriate to the University of Minnesota? * Are there comparable academic programs in Minnesota, and, if applicable, elsewhere? (Document your consultation with other units within the University and/or research of other institutions with similar programs, if they exist, in the area.) | *(2000 characters max)* |
| Efficiency, Effectiveness, and Use of Resources *(2000 characters max)*   * Is the program within the capacity of the unit’s resources? * Have resources been reallocated within the unit to support the proposed program? If so, how? * If additional resources are needed, how will the program leverage existing resources to attract new resources? * What steps will be taken to ensure the program is operated economically and effectively? | *(2000 characters max)* |
| Program Quality and Assessment *(2000 characters max)*   * What are the learning outcomes for the program? How will the outcomes be measured? How often? * How, when, and by whom will program quality be measured? * How will the college, the department, and program instructors continue to improve the teaching and learning in this program? * Is the program subject to review by a specialized accreditation agency? If yes, what agency and what is the review cycle? * How, if at all, will the program address the University’s diversity goals, e.g., student and faculty recruitment, curriculum, etc.? | *(2000 characters max)* |
| Program Development *(2000 characters max)*   * What planning and development authorities generated the proposal? * When was the proposal reviewed and approved (department, college or campus curriculum committees, dean/vice chancellors’ offices, etc.)? | *(2000 characters max)* |
| Budget:   * If you are projecting costs associated with this program, a budget should be completed. The budget form can be provided by the Academic Affairs office. * No Additional Costs: If you are projecting no additional costs, please explain (i.e., what will you stop doing so that you can do this program) |  |

# #3 Admission Requirements

|  |  |
| --- | --- |
| \*Is there a minimum number of courses or credits to be completed before admission?  *Note: if there is a specific list of courses students need to complete, you will need to create the required course groups below.* | Select one:  No Courses or Credits  Courses \_\_\_\_ How many?  Credits \_\_\_\_ How many? |
| \*Are any students usually admitted to pre-major status before admission to this major? | Select one:  No Students  Yes, Freshmen only  Yes, transfer students only  Yes, freshmen and transfer students |
| \*Is there a preferred minimum G.P.A. above 2.0 for students already admitted to the degree-granting college(s) and now seeking entry to the major? | Select one:  No GPA requirement above 2.0  Preferred cumulative GPA above 2.0  List GPA: \_\_\_\_  Preferred GPA above 2.0 in specified list of courses  List GPA: \_\_\_\_ |
| \*Is there a preferred minimum G.P.A. above 2.0 for students transferring from another U of M college (I.U.T.s)? | Select one:  No GPA requirement above 2.0  Preferred cumulative GPA above 2.0  List GPA: \_\_\_\_  Preferred GPA above 2.0 in specified list of courses  List GPA: \_\_\_\_ |
| \*Is there a preferred minimum G.P.A. above 2.0 for students transferring from outside the University? | Select one:  No GPA requirement above 2.0  Preferred cumulative GPA above 2.0  List GPA: \_\_\_\_  Preferred GPA above 2.0 in specified list of courses  List GPA: \_\_\_\_ |
| Explanation of G.P.A. above 2.0 requirements: (if applicable)  *If any of your G.P.A. requirements are greater than 2.0, please explain specifically why this is necessary.  Please note that the only reasons that will be approved are space constraints in specialized facilities, or other resource constraints. (1000 characters)* | *(1000 characters)* |
| Explanation of other requirements to be completed before admission: (if applicable)  *If you have any requirements for admission to the major, other than a specified number of credits, a specified list of courses, or a G.P.A. above 2.00, please describe those requirements here. Examples might include an audition, portfolio review, skills test, specific work experience, etc. (1000 character limit)* | *(1000 character limit)* |
| If applicable: List required courses: (if applicable) |  |

# **#4 Program Requirements**

|  |  |
| --- | --- |
| Program length in credits:  *(must be 120 or more for a B.S. degree; 12 or more for a minor)* |  |
| Major Length: |  |
| Required Courses:  *May attach a spreadsheet or insert a table* |  |

# **#5 Sub-plan Requirements**

Provide the following for each sub-plan:

|  |  |
| --- | --- |
| Short Title of Sub-plan |  |
| Long Title of sub-plan |  |
| Sub-plan catalog description  *(optional for online sub-plan, required for any other sub-plan)* |  |
| List course requirements specific to sub-plan  *Likely included in your spreadsheet/table for program requirements. Make sure sub-plan requirements are clearly listed.* |  |

# **#6 Sample Plans**

Please provide a 4 year sample plan. Include all program requirements, enough credits of goal area courses to fulfil the MNTC, and electives to reach 120 credits.

* If your program does not require a math course, list “3 Credit Course for Goal 4” as a course in your sample plan. Or “3 Credit Course for Goal 6 and 7.” List similar for other goal areas.
* If your program has room for open electives, just list “3 credit Elective Course” or “4 credit Elective Course” in the sample plan in a semester that you recommend the student takes an elective course.

For all your program requirements and sub-plan requirements, you will be asked to provide the First Semester, Last Semester, and Preferred Semester it is recommended that a student takes the course to stay on track for graduation. The Preferred Semester should be the semester the course is listed in the sample plan. This may be additional columns in your existing document of program requirements or as a separate list; example below.

Example table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **First Semester** | **Last Semester** | **Preferred Semester** |
| Course 1 | Year 1 Fall | Year 2 Spring | Year 1 Spring |
| Course 2 | Year 3 Spring | Year 4 Spring | Year 4 Spring |