

GUIDELINES FOR DEVELOPING AND SEEKING APPROVAL OF NEW ACADEMIC PROGRAMS

Pre-Proposal Application

INTRODUCTION:

New program development is critical to the University and both encouraged and expected. New programs refer to any new degree program, graduate certificate program, or doctoral minors. These guidelines are intended to be helpful in the planning and implementation of new programs.

1. Program Champion Discusses Idea with Dean

[Policy 4.1.4] Initial steps for program planning and approval begin at the level of the College or School that will provide the primary program content. Because the responsibility for curriculum belongs to the faculty, it is essential that faculty members in the discipline(s) are involved in the planning and execution of a curriculum leading to a new degree. A program idea and champion can be faculty, chairs, assistant/associate deans, dean and all members of the faculty.

2. Dean(s) shares proposed program with Dean colleagues and possible collaborations are identified.

All planning should be in concert with the Dean(s) of the School(s) or College(s) who will be responsible for providing resources for the new program.

3. External Market Demand Analysis

Dean(s) makes request to Provost Office for External Market Demand Analysis as a part of the Pre-Proposal, see Appendix A. External Market Analysis will begin with a scoping meeting with stakeholder group identified by the requesting school(s)/college(s) to ensure all aspects of the program are properly identified. Market demand analysis will include, when appropriate, demand for international student audience. In addition, the External Market Analysis will include a comparison of the proposed program with similar programs in other regionally accredited institutions in Nebraska, comparable Jesuit institutions, and other relevant peer/aspirational institutions.

4. Financial Implications Form (FIF)

The Financial Implications Form (FIF) is a high-level resource identification tool to determine the basic resource needs for the proposed *new* undergraduate, graduate and professional program (degrees, majors, minors, and certificates) and must include information concerning how the program will be financially supported prior to proceeding through the curricular development process. In those cases where a new program engages more than one department or school/college, the review process will be coordinated to ensure all parties are aware of potential financial implications.

The FIF will require data from the External Market Analysis to be accurately completed. This is not the official Pro Forma for the program which will not be developed until the Pre-Proposal Application is approved. School/College Finance Directors should be consulted to assist with the preparation of the FIF.

5. Pre-Proposal Application

If the External Market Analysis is favorable and the FIF has been approved by all stakeholder groups the following is submitted to the Office of the Provost:

- a. External Market Analysis
- b. FIF
- c. Pre-Proposal Summary & Link to CU Mission & Jesuit education

*This section includes a description of the “history” of the idea, an explicit statement about the link between the program and the University’s mission & Jesuit education, and how the program meets the needs of today’s learners. For new graduate programs, the rationale should address how the program relates to the graduate purpose statement. **500-word limit***

If the External Market Analysis is unfavorable indicating it would be difficult to recruit adequate enrollment to offset expenses, the Dean(s) will make the final determination to advance a Pre-Proposal Application based upon a discussion with the champion(s). The application would require a very strong mission-based reason for consideration. This portion of the application will be reviewed by the Office of the Provost in consultation with Mission & Ministry, Equity, Diversity & Inclusion and the President.

The Provost will review the Pre-Proposal Application and grant or reject authorization to advance to Step 2: Full-Program/Curriculum Development Phase
