

UNC-Chapel Hill College of Arts and Sciences,
Proposal for a New Degree

(Note: This phase in the process is internal to the College and precedes the GA procedure for establishing new degree programs as outlined in Administrative Memorandum 406.)

I. Description and justification for the degree program.

- A. Describe the proposed degree program including educational objectives.
- B. Explain how the proposed degree program fits into the College of Arts and Sciences and the University.
- C. Address potential program duplication and program competitiveness. How is the proposed new program distinct from similar ones in the University? Are there similar programs offered elsewhere in North Carolina at public and/or private institutions?
- D. What is the impact on existing undergraduate and/or graduate academic programs on campus? What is the potential student demand?

II. Program requirements and curriculum.

- A. Provide the total hours and number of courses required, including pre-requisites.
- B. Provide information about required grades
- C. List existing courses by title and number indicating those that are required. List and describe new courses that will be proposed.

III. Faculty (if applicable).

- A. Estimate the need for new faculty for the proposed program. If the teaching responsibilities for the proposed program will be absorbed in part or in whole by the present faculty, explain how this will be done without weakening existing programs.
- B. If the employment of new faculty requires additional funds, explain the source of funding.

IV. Facilities and equipment.

- A. Describe facilities available for the proposed program.
- B. Describe the effect of this new program on existing facilities and indicate whether they will be adequate, both when it begins and during subsequent years.
- C. Discuss any information technology services needed and/or available.
- D. Discuss sources of financial support for facilities and equipment

V. Administration.

- A. Describe how the proposed program will be administered. Where will the responsible individuals be located? What are their responsibilities? To whom will they report in the College?
- B. Explain any inter-departmental or inter-unit administrative plans.

VI. Budget. Provide estimates of the additional costs required to implement the program and identify the proposed sources of the additional required funds. Identify EPA and SPA positions using appropriate titles and levels. Identify any larger or specialized equipment and any unusual supplies requirements.

VII. Timetable. Provide a timeline for the proposal.

VIII. Miscellaneous. Provide any related information that could be helpful in the decision-making process.