

## Academic Program Proposal Template

Last update: 2023-10-05

### Program Development notes/process steps

- Units should develop new and substantially revised curriculum proposals outside of the catalog workflow and in conversation with their college deans. Proposals supported by the dean should address all *relevant* items from the numbered list below but may otherwise be submitted in any format. Sponsoring deans will send to the provost office when ready for full AALT review and are encouraged to consult informally with other AALT members at any time during process as needed to provide faculty in proposing units with clear guidance as to the likelihood of success.
- UNC is required to notify HLC ***of substantial changes to existing programs as well as the development of new programs***. Substantial changes include
  - 25% or re of the program content is modified
  - the modality is changed (i.e., from primarily in person to fully online, from standard term to short course format, etc.).

Information required for the HLC screening is included in questions (1), (4), (6) and (7) of this template. Proposing units are encouraged to reach out to UNC's HLC Accreditation Liaison Officer (Kim Black) early in the process of developing/revising curriculum to determine whether HLC pre-approval is likely to be required (*if* required, HLC approval can take up to 9 months).

- Extended Campus will typically only conduct market analyses *after* preliminary approval has been granted by the provost (with support from the Academic Affairs Leadership Team). Provost office will forward request for market analysis to Extended Campus when required for campus approval.
- Access to new program forms in the curriculum workflow will be granted ~~should~~ <sup>be granted</sup> ~~after~~ <sup>after</sup> review questions (2), (5) and (6) when developing the rationale and resource impact statements required on the revised program form. Units are encouraged to consult with their dean's office to determine whether completing the entire template will be needed to secure approval.

### Elements to Address

- e. Proposed six-digit CIP code
- f. Expected delivery modality (e.g., fully online, primarily in-person, etc.)
  -



implementation of the program require teaching by adjuncts or overloads for full time faculty with specific expertise? Will course caps or faculty workload weights change in order to deliver the program? Why or why not?

- c. *For any required courses outside the unit (including courses that may be used to fulfill required program elective categories), request and include an impact statement from the*