Guidelines for Approval of a New Academic Program

This document provides guidelines for the development and approval of new academic programs of undergraduate, graduate, and/or professional degree study, including programs of interdisciplinary study and dual degree programs.

Newly proposed academic programs involving both undergraduate and graduate studies must be approved first by the Undergraduate Academic Affairs Committee and then by the Graduate Board of Studies.

I. Proposal Approval Process

A. Undergraduate Program
1. It is required that the department/program chair or representative meet with the Dean(s) and/or designee(s) to discuss the proposal concept for any new undergraduate degree program. All proposals will be subject to the individual school/college review and approval process.
2. The proposal must address recommendations and requirements related to any accreditation and/or practice guidelines of the academic discipline(s) and program(s).
3. A draft proposal is submitted to the Dean(s), the Assistant Provost for University Libraries and the Vice President for Information Technology for review. Their comments and recommendations should be included with the final proposal.
4. Dean(s) review and approve the final proposal. Note: certificate proposals will be subject to the Certificate Approval process and are not included in this approval procedure.
5. The final proposal with a Transmittal Sheet (Appendix A.1) is to be submitted to the Chair of the Undergraduate Academic Affairs Committee (UAAC) at least three weeks prior to the UAAC meeting. UAAC meets on the first Wednesday of each month during the academic year.
6. The proposal must include a business plan (including enrollment projections) and should be developed in consultation with the Associate Provost for Finance. The business plan will not be circulated to members of UAAC, but will be retained for review by the Provost Office. See Appendix A.3.
7. Department/program faculty or staff will be invited to the UAAC meeting to provide a 5-7 minute presentation and to answer questions about the proposal.
8. Following the presentation to UAAC, the proposal will be reviewed by the faculty sub-committee of UAAC with recommendations made to the Chair and the Provost. The academic unit submitting the proposal and the general membership of UAAC will be informed of the sub-committee’s recommendation.
9. Should the proposal not be recommended for approval, the department/program may choose to revise the proposal and resubmit to the Chair of UAAC.
10. If the proposal is recommended for approval, and if the proposal also involves graduate studies, the proposal (along with the business plan) will be submitted to the University Board of Graduate Studies (Step 4, Section I.B.) and continue the process of approval.
11. If the proposal only involves undergraduate study, and if the proposal is recommended for approval by the Provost, the proposal will be presented at the quarterly meeting of the University Board of Trustees.

B. Graduate Program

1. It is recommended that the department/program meet with the Dean(s) and Associate Dean(s) for Academic Affairs of the originating school or college to discuss the proposal concept.
2. The proposal must address recommendations and requirements related to any accreditation and/or practice guidelines of the academic discipline(s) and program(s).
3. The proposal’s Business Plan (including enrollment projections) should be developed in consultation with the Associate Provost for Finance.
4. A draft proposal is to be submitted to the relevant Associate Dean(s) and/or Academic Affairs committee(s) at least three weeks before the University Board of Graduate Studies meeting for a preliminary review by the deans.
5. One week before the meeting of the University Board of Graduate Studies, the transmittal sheet and 21 copies of the proposal is to be submitted to the Associate Dean of the Graduate School who will circulate the proposal to Board members.
6. The Associate Dean will also distribute a copy of the proposal to the Assistant Provost for University Libraries for review.
7. Department representatives will be invited to the Board meeting to give a 5 to 7 minute presentation to the Board and will remain to answer questions.
8. Following the Board meeting, the department(s) will be informed of the Board’s recommendation and the recommendations of the dean.
9. If the proposal is not recommended, the department(s) may choose to revise and resubmit the proposal.
10. If the proposal is recommended, the Dean(s) of the proposing school or college and of the Graduate School will add his/her recommendation and forward the proposal to the Provost.
11. If the Provost approves the proposal, the proposal is presented at the quarterly meeting to the University Board of Trustees.

II. Guidelines for Proposal Development

A. Proposal Criteria

1. Executive Summary – Brief narrative (250 words) stating the program rationale, objectives, key program components, and anticipated outcomes or impact.
2. Program Rationale and Objectives – Describe the benefits of developing and delivering the program. Address the fit with the University mission. State the objectives and expected outcomes. Describe how the proposed program addresses the Five Dimensions of the Saint Louis University Experience.
3. Prospective Students – Describe the student market being targeted (demographic, academic, and geographic characteristics). Describe student recruitment strategies and projected enrollments over the next 5 years. Identify the market for graduates of the proposed program.
4. **University Partners** – Describe the expected participation of University partners as well as the potential impact on other academic units and services (e.g., ITS). Address any duplication of existing academic programs, services, or curricula.

5. **Community Partners** – Describe any local, regional, professional, national, and/or international partnerships including, memoranda of agreement or understanding, grant or contract support.

6. **Program Characteristics** – Provide a semester by semester plan of study, including all degree requirements. Describe eligibility, admission requirements, prerequisite and co-requisite coursework, credit transfers, curriculum plan, credits and/or CEUs to be offered. Provide information on any service learning and/or practicum experiences. State program costs (per semester) and any financial aid eligibility.

7. **Marketing and Promotion** – Provide a three-year marketing plan.

8. **Program Administration and Business Plan** – Describe staffing and resource requirements. Include funding and workload strategies. Using the required template, prepare a business plan for three to five years.

9. **Program Evaluation** – Describe plans for the assessment of progress in meeting short and longer term (5 years) program objectives. Describe the measures of outcomes and impact that will be used to evaluate the success and cost-effectiveness of the new program.

**B. Resources**

Sample proposals are available for review on request to the Provost’s Office.

Approved by Undergraduate Academic Affairs Committee 10-3-2007
Appendix A: New Undergraduate Programs

A.1. UNDERGRADUATE ACADEMIC INITIATIVE PROPOSAL TRANSMITTAL SHEET

A.2 PROPOSAL OUTLINE FOR PRESENTING NEW ACADEMIC INITIATIVES TO THE UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE

A.3 TEMPLATE FOR BUSINESS PLAN
## UNDERGRADUATE ACADEMIC INITIATIVE PROPOSAL TRANSMITTAL SHEET

<table>
<thead>
<tr>
<th>Department/Program:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Proposed Program:</td>
<td></td>
</tr>
</tbody>
</table>

### Approvals with Dates of Approval:

<table>
<thead>
<tr>
<th>Faculty member or committee</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Provost, University Libraries</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Collegiate Dean</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Chair, Undergraduate Academic Affairs Committee</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Provost</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

### Copies to:

- [ ] Department/Program
- [ ] University Registrar
- [ ] Collegiate Dean
PROPOSAL OUTLINE FOR PRESENTING NEW ACADEMIC INITIATIVES TO THE UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE

I. Mission and Planning Priorities
   a. General goals and objectives of the initiative
   b. Relationship of the new initiatives to the Mission of Saint Louis University
   c. Relationship of the new initiative to existing department, college/school and University planning priorities

II. Need for Initiative
   a. Describe the student market for the new initiative
   b. Describe strategies that were used to assess the market potential for the new initiative
   c. Identify specific data sources that were used to determine the need

III. Students
   a. Estimate the total full-time and/or part-time student enrollments for the Fall of the first three years of the new initiative and indicate the basis for the projections. The following table provides a template for presenting this information:

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Fall 20__</th>
<th>Fall 20__</th>
<th>Fall 20__</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total number of students</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Estimate the number of graduates each year and indicate the basis for the projections. The following table provides a template for presenting this information:

<table>
<thead>
<tr>
<th>Estimated Number of Graduates by Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY20__</td>
</tr>
<tr>
<td>Number of graduates</td>
</tr>
</tbody>
</table>

c. Describe the level of financial assistance needed to market the initiative and recruit and retain students. Describe the anticipated sources of this support.
IV. Duplication
   a. Identify similar degree programs in the metropolitan area, state and region that would be competitors for the proposal initiative. Explain the way in which existing programs differ from the proposed program and do not duplicate the needs addressed by the proposed initiative (e.g., different student market, access to new students, curricular differences, practica/internship opportunities, etc.). In the event that a comparable and/or competitive established program does exist, describe the way in which the proposed initiative will succeed.
   b. Describe any potential duplication or overlap with existing SLU programs.
   c. Describe any consultation(s) that has(have) occurred with other academic units at SLU regarding this proposal. List these programs and the results of those consultations pertaining to duplication or overlap. Provide letters of support as needed.

V. Admissions
   a. Describe the policies, procedures and criteria for admission to the program

VI. Recruitment
   a. Describe the recruitment and marketing strategies that will be used to promote the program.

VII. Curriculum
   a. Describe the full course offerings in the program including required courses, elective courses and courses from other academic units and provide a sample schedule.
   b. Describe the graduation requirements: credit hours, research tools or language(s), residency, degree examinations, etc.

VIII. University Resources
   a. Describe library, technology and/or teaching resources needed to support the new program and provide written feedback from the University Libraries, the Vice President of Information Technology and the Director of the Center for Teaching Excellence (or their designees) to verify available and needed resources in the respective areas.
   b. Describe the physical space and equipment needed for the program and the plan for procuring these resources. If existing resources are not adequate to meet the needs of the proposed initiative, describe the plan for new space, renovation and/or equipment procurement.

IX. Faculty Resources
   a. Provide a summary of faculty who will participate in the initiative and their roles and ability to support the program. If existing faculty resources are not sufficient to adequately support the initiative, project the number of new faculty needed over the first three years of the program. Estimate the start-up costs and/or other expenses for new faculty resources.

X. Learning Outcomes
   a. Describe the plan and methodology for the assessment of student learning outcomes. Specifically, describe the ways in which the proposed program relates to the Five Dimensions of the SLU Experience.
b. Describe the methods and time frame that will be used for the internal evaluation of the program.

c. As appropriate, describe any plan for seeking external accreditation for the proposed program, the time frame and costs anticipated.

XI. Administration
   a. Describe the administrative structure of the program.
   b. Describe any implications for accreditation.

XII. Business Plan
   a. Describe the income and expenditure estimates for the first three years of the program.
Appendix B: New Graduate Programs

B.1. GRADUATE PROGRAM PROPOSAL TRANSMITTAL SHEET

B.2. PROPOSAL OUTLINE FOR PRESENTING NEW GRADUATE PROGRAMS TO THE UNIVERSITY BOARD OF GRADUATE STUDIES
GRADUATE PROGRAM PROPOSAL
TRANSMITTAL SHEET

Department/Program:
___________________________________________________

Name of Degree Program:
___________________________________________________

Approvals with Dates of Approval

1. Department/Program
   a. By Committee/For the Faculty
       ___________________________________
   b. By Chairperson/Director
       ___________________________________

2. Collegiate Dean
       ___________________________________

3. University Board of Graduate Studies
       ___________________________________

4. Dean of the Graduate School
       ___________________________________

5. Provost
       ___________________________________

6. Board of Trustees
       ___________________________________

Copies to: [ ] Department/Program
          [ ] University Registrar
          [ ] Graduate School Staff
          [ ] Collegiate Dean

Date _______________________________
PROPOSAL OUTLINE FOR PRESENTING NEW GRADUATE PROGRAMS TO THE UNIVERSITY BOARD OF GRADUATE STUDIES

I. Mission and Planning Priorities
   a. General goals and objectives of the program
   b. Relationship of the new program to the Mission of Saint Louis University
   c. Relationship of the new program to existing department, college/school and University planning priorities

II. Program Need
   a. What is the student market for the new program?
   b. What strategies were used to assess the market potential? (Identify specific data sources that were used to determine the need)
   c. What are the current employment opportunities for graduates?

III. Students
   a. Estimate the total full-time and part-time student enrollments for the Fall of the first three years of the new program and indicate the basis for the projections.

   TABLE 1
   ESTIMATED GRADUATE ENROLLMENT BY SEMESTER

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Fall 20____</th>
<th>Fall 20____</th>
<th>Fall 20____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
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<td></td>
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</tbody>
</table>

   b. Estimate the number of graduates each year and indicate the basis for the projections.

   TABLE 2
   ESTIMATED NUMBER OF GRADUATES BY ACADEMIC YEAR

<table>
<thead>
<tr>
<th>AY 20_____</th>
<th>AY 20_____</th>
<th>AY 20_____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Graduates</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>
c. Is financial assistance needed to recruit and retain students? If so, what are the sources of this support?

IV. Duplication
a. Identify similar degree programs in the metropolitan area, state and region that would be competitors. Explain how existing programs differ from the proposed program and how existing programs do not duplicate the needs addressed by the proposed program (e.g., different student market, access to new students, curricular differences, practicum/internship opportunities, etc). If there are comparable and/or competitive established programs, why will the new proposed program succeed?

b. Is there any duplication or overlap with existing programs at SLU?

c. Have other SLU departments/programs been consulted regarding this proposal? If so, list those programs and the results of those consultations pertaining to duplication or overlap. Provide letters of support as appropriate.

V. Admissions
a. Describe the policies, procedures and criteria for admission to the program.

VI. Recruitment
a. Describe the recruitment and marketing strategies that will be used to promote the program.

VII. Curriculum
a. Describe the full course offerings in the program including required courses, elective courses, and courses from other departments and provide a sample schedule.

b. For all new courses, attach the “Course Approval Form”.

c. What are the graduation requirements: credit hours; research tools or language(s); residency; degree examinations; etc. In Master’s programs, is there a thesis option?

VIII. Library Resources
a. Are current University Library resources sufficient to support the new program (N.B. the proposal will be submitted to the Assistant Provost, Univ. Libraries to assess the adequacy of library resources and new costs associated with the program).

IX. Faculty Resources
a. Provide a summary of faculty who will participate in the program.

b. Are all of these faculty members of the Graduate Faculty?

c. Are current faculty resources adequate to support the program? If not, project the number of new faculty needed over the first three years of the program. Estimate the start-up costs and/or other expenses for new faculty.
X. Other Resources
   a. Is the physical space adequate to support the program? If not, is there a plan for new space or renovation?
   b. Is there adequate equipment for teaching and research support?
   c. Are there special ITS support needs?

XI. Learning Outcomes
   a. Describe the plan and methodology for the assessment of student learning outcomes.
   b. Describe methods that will be used for the internal evaluation of the program.

XII. Administration
   a. Describe the administrative structure of the program.

XIII. Business Plan
   a. Describe the income and expenditure estimates for the first three years of the program.