

New Degree Programs

About Format 3 for New Degree Programs

The Format 3 for new degree programs includes a long list of elements required under UA Regulation 10.04.02. In addition to the Format 3 elements, new degree program submissions must also include the following:

- BOR Program Summary Form
For the current form go to: <http://www.alaska.edu/research/sac/new-programs/> and a 2-3 page summary
- Resource Commitment Form
- Draft Prospectus for the Northwest Commission on Colleges and Universities (NWCCU)

New courses associated with a new degree program must be created by means of the Format 1 form prior to or simultaneously with the new program. They undergo the normal approval process outlined in Chapter 3 for new courses. They are not created by virtue of the submission of a new degree program proposal. The same holds true for existing courses that may be used for new degree requirements: any major course changes or drops must be submitted on the Format 2 form (minor course changes on the Format 2A form). Do not use this format form for creating new occupational endorsements or new minors (see Formats 3A and 3B). Use this format form to create new certificate and associate degree programs, baccalaureate and graduate programs, graduate certificates and post-baccalaureate licensures.



WHAT SHOULD BE DONE BEFORE BEGINNING WORK ON A NEW PROGRAM?

Because the lengthy review process for new degree programs may take upwards of 1-2 years, it is strongly recommended that the initial discussion(s) of whether to develop a new program include the UAF Provost before work commences on the necessary forms.



WHERE ARE THE REQUIRED FORMAT 3 ELEMENTS AND FORMS FOUND?

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/>



WHERE SHOULD NEW PROGRAM SUBMISSIONS BE SENT?

Faculty Senate Office
312B Signers' Hall
Box 7500

Please email an electronic copy (with scanned signatures) to the Faculty Senate Office at jbharvie@alaska.edu.

FORMAT 3

Submit original with signatures + 2 hard copies to the Faculty Senate Office;
and email electronic copy (MS Word document or rich text) to jbharvie@alaska.edu

NEW DEGREE PROGRAM REQUEST

(UA Regulation 10.04.020)

NOTE: Because of the extensive reviews required to initiate a new graduate degree program, consultation with Graduate Academic & Advisory Committee during early phases of the request preparation is strongly recommended. This will allow for a more efficient review and, more importantly, it will provide the department with up-to-date information about which aspects of the request can be expected to receive particular attention at the final higher levels of review. The department may be requested to obtain outside reviews of the new program proposal.

Submit the request according to the format given below. Use this format for new certificates, and associate, baccalaureate or graduate degrees. Occupational endorsements and new minors are created on separate forms (Formats 3A and 3B, respectively). (Please number pages and include a table of contents.)

I. Cover Memorandum should include:

- A. Name of person preparing request
- B. Brief statement of the proposed program, its objectives and career opportunities. It is essential that the objectives of the program be clearly identified so that the activity may be evaluated in terms of how successfully it fulfills its stated objectives.
- C. Provision for approval signatures of:
 - Department Head
 - Curriculum Council Chair
 - Dean
 - [Additional signature lines as needed for your unit.]

Note: The following additional signatures from outside the originating unit will be collected as the proposal moves up the review ladder. Provide signature lines in the proposal.

- Faculty Senate Curriculum Committee Chair
- President, UAF Faculty Senate
- Dean of Graduate School (if graduate request)
- Chancellor
- President
- Board of Regents (Chair)

II. Identification of the Program (All pages should be numbered.)

- A. Description of the Program
 - 1. Program title
 - 2. Credential level of the program, if appropriate
 - 3. Admissions requirements and prerequisites
 - 4. Course descriptions of required and recommended elective courses. (For new courses, use FORMAT 1; to revise courses, use FORMAT 2)
 - 5. Requirements for the degree.
 - a. Include a sample course of study and a 3-Year Cycle of course offerings.
 - b. Include a proposed general catalog layout copy of the program with short descriptive paragraph.
- B. Program Goals
 - 1. Brief identification of objectives and subsequent means for their evaluation
 - 2. Relationship of program objectives to "Purposes of the University"
 - 3. Occupational/other competencies to be achieved
 - 4. Relationship of courses to the program objectives

III. Personnel Directly Involved with Program

- A. List of faculty involved in the program including brief statement of duties and qualifications
- B. Administrative and coordinating personnel
- C. Classified personnel

IV. Enrollment Information

- A. Projected enrollment/present enrollment
- B. How determined/who surveyed/how surveyed
- C. Minimum enrollments to maintain program for years 1, 2, 3, 4, and 5
- D. Maximum enrollment which program can accommodate
- E. Special restrictions on enrollments

V. Need for Program

- A. Required for other programs. In what way? How has this requirement been met to date?
- B. Employment market needs:

1. Who surveyed? How? (Standard procedures should be developed for this.)
2. Job opportunities now, and two, five, and ten years from now. How were these predictions determined? (Local, regional, State surveys?) (Standard procedures should be developed for this.)
3. How have positions been filled to date?

VI. Other

This permits consideration of additional justifying information which might not fit under III and IV above. Caution should be exercised to assure that the need for program is clearly established and that enrollment requirements are proposed and agreed upon at the time of the program's approval. Examples might be low enrollment programs in Alaska Native Languages, Alaska Native Arts, etc.

VII. Resource Impact

- A. Budget (complete the Resource Commitment Form)
- B. Facilities/space needs
- C. Credit hour production
- D. Faculty
- E. Library/Media materials, equipment and services: Have you reviewed the Library/Media material, equipment and services needed by this proposed action with the Library Collection Development Officer? (Karen Jensen, 6695)

VIII. Relation of Program to other Programs within the System

- A. Effects on enrollments elsewhere in the system
- B. Does it duplicate/approximate programs anywhere in the system?
If so, what is the justification for the duplication?
- C. How does the program relate to research or service activities?
 1. Contributions to research or service
 2. Benefits from research or service activities

IX. Implementation/Termination

- A. Date of implementation
- B. Plans for recruiting students
- C. Termination date (if any)
- D. Plans for phasing out program if it proves unsuccessful
- E. Assessment of the program. (Include a Student Outcomes Assessment Plan. To avoid delays, submit the plan for review to Provost Susan Henrichs before submitting the new program request.)

X. Regents Guidelines

The Board of Regents require the completion of the Program Action Request Form. The form is linked online at:

<http://www.alaska.edu/research/sac/new-programs/>

A 2-3 page program summary is also required and should include:

1. Program Goals:
 - a.) brief identification of objectives and means for their evaluation;
 - b.) relationship of program objectives to the Purpose of the University (core themes, as per accreditation); and
 - c.) occupational or other competencies to be achieved.
2. List of faculty directly involved with the program.
3. Enrollment information: a.) projected and present enrollment; b.) minimum enrollment needed to maintain program; and c.) maximum enrollment that can be accommodated.
4. Need for program -- employment market needs.
5. Resource Impact: Include the Resource Commitment Form from the Format 3 packet. Its numbers must agree with those provided in the BOR Program Action Request.

XI. Draft Prospectus

The prospectus for a new program is sent to the Northwest Commission on Colleges and Universities after approval by the Board of Regents. NWCCU review may take as long as 90 days following receipt of the program prospectus. Creating the draft and including it with the Format 3 paperwork will facilitate the submission of the formal prospectus.

Much of the information required for the prospectus will already have been assembled while producing the Format 3 new degree program request. Instructions and a template are provided online at:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/>

Download this file at:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/>



Board of Regents Program Action Request
University of Alaska
 Proposal to Add, Change, or Delete a Program of Study

1a. Major Academic Unit (choose one) UAA	1b. School or College	1c. Department																																								
2. Complete Program Title																																										
3. Type of Program <input type="checkbox"/> Undergraduate Certificate <input type="checkbox"/> AA/AAS <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Post-Baccalaureate Certificate <input type="checkbox"/> Master's <input type="checkbox"/> Graduate Certificate <input type="checkbox"/> Doctorate																																										
4. Type of Action <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete		5. Implementation date (semester, year) Fall, 2010																																								
6. Projected Revenue and Expenditure Summary. Not Required if the requested action is deletion. (Provide information for the 5 th year after program or program change approval if a baccalaureate or doctoral degree program; for the 3 rd year after program approval if a master's or associate degree program; and for the 2 nd year after program approval if a graduate or undergraduate certificate. If information is provided for another year, specify (1st) and explain in the program summary attached). Note that Revenues and Expenditures are not always entirely new; some may be current (see 7d.)																																										
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Page # of attached summary where the budget is discussed, including initial phase-in:																																										
7. Budget Status. Items a., b., and c. indicate the source(s) of the General Fund revenue specified in item 6. If any grants or contracts will supply revenue needed by the program, indicate amount anticipated and expiration date, if applicable.																																										
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8. Facilities: New or substantially (>\$25,000 cost) renovated facilities will be required. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, discuss the extent, probable cost, and anticipated funding source(s), in addition to those listed in sections 6 and 7 above.																																										

¹Sometimes the courses required by a new degree or certificate program are already being taught by an MAU, e.g., as a minor requirement. Similarly, other program needs like equipment may already be owned. 100% of the value is indicated even though the course or other resource may be shared.

9. Projected enrollments (headcount of majors). If this is a program deletion request, project the teach out enrollments.

Year 1:	Year 2:	Year 3:	Year 4:
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Page number of attached summary where demand for this program is discussed:

10. Number* of new TA or faculty hires anticipated (or number of positions eliminated if a program deletion):

Graduate TA	
Adjunct	
Term	
Tenure track	

11. Number* of TAs or faculty to be reassigned:

Graduate TA	
Adjunct	
Term	
Tenure track	

Former assignment of any reassigned faculty:
For more information see page _____ of the attached summary.

12. Other programs affected by the proposed action, including those at other MAUs (please list):

Program Affected	Anticipated Effect	Program Affected	Anticipated Effect

Page number of attached summary where effects on other programs are discussed:

13. Specialized accreditation or other external program certification needed or anticipated. List all that apply or 'none':

14. Aligns with University or campus mission, goals, core themes, and objectives (list):

Page in attached summary where alignment is discussed:

15. State needs met by this program (list):

Page in the attached summary where the state needs to be met are discussed:

16. Program is initially planned to be: (check all that apply)

- ☐ Available to students attending classes at campus(es).
☐ Available to students via e-learning.
☐ Partially available students via e-learning.

Page # in attached summary where e-learning is discussed:

Submitted by the University of Alaska Anchorage with the concurrence of its Faculty Senate.

_____/_____
Provost Date

_____/_____
Chancellor Date

- ☐ Recommend Approval
☐ Recommend Disapproval

_____/_____
UA Vice President for Academic Affairs on behalf of
the Statewide Academic Council Date

- ☐ Recommend Approval
☐ Recommend Disapproval

_____/_____
Chair, Academic and Student Affairs Committee Date

- ☐ Recommend Approval
☐ Recommend Disapproval

_____/_____
UA President Date

☐ Approved
☐ Disapproved

Chair, Board of Regents

Date

*Net FTE (full-time equivalents). For example, if a faculty member will be reassigned from another program, but his/her original program will hire a replacement, there is one net new faculty member. Use fractions if appropriate. Graduate TAs are normally 0.5 FTE. The numbers should be consistent with the revenue/expenditure information provided.

Attachments:

☐ Summary of Degree or Certificate Program Proposal

☐ Other (optional)

Download the most current version of the Program Action Request form from:

<http://www.alaska.edu/research/sac/new-programs/>

See current examples of 2-3 page summaries posted online at the System Academic Council web site:

<http://www.alaska.edu/research/sac/new-programs/>

**RESOURCE COMMITMENT TO THE
PROPOSED DEGREE PROGRAM**

Resources	Existing	New		Total
	College/School	College/School	Others (Specify)	
Regular Faculty (FTE's & dollars)				
Adjunct Faculty (FTE's & dollars)				
Teaching Assistants (Headcount)				
Instructional Facilities (in dollars and/or sq. footage)				
Office Space (Sq. footage)				
Lab Space (Sq. Footage)				
Computer & Networking (in dollars)				
Research/ Instructional/ office Equipment (in dollars)				
Support Staff (FTE's & dollars)				
Supplies (in dollars)				
Travel (in dollars)				

Signature _____
Dean of College/School Proposing New Degree Program

Date

Download this form at:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/>

Prospectus Template

Prospectus for

University of Alaska Fairbanks

A. Mission and Goals:

B. Authorization:

The University of Alaska Fairbanks (UAF) is one of four individually accredited universities within the University of Alaska system. UAF has been continuously accredited since 1934 by the Northwest Commission on Colleges and Universities.

The Constitution of the State of Alaska establishes the University of Alaska as the state university, governed by a Board of Regents appointed by the governor. Alaska Statutes provide for a board of eleven voting members, including one student, with authority to carry out the mission of the university system and its constituent units, including the determination and regulation of the university's course of instruction and the conferring of degrees. Members of the board have no contractual, employment, or financial interest in the university. The chair is elected from among the board. The board appoints the president of the university system, who in turn appoints the chancellor of UAF. Both officers are full-time employees whose only responsibility is to the institution

C. Educational Offerings:

1. Descriptive information of the educational offering(s):

2. Evidence of approval by the appropriate academic policy body of the institution:

Senate signature page and BOR approval from the minutes will be provided by the Office of the Provost.

D. Planning:

1. Evidence of need for the change and the students to be served:

2. The procedures used in arriving at the decision to change¹:

3. The organizational arrangements that must be made within the institution to accommodate the change²:

4. Timetable for implementation³.

E. Budget:

1. The budget projections (revenue and expenditures) for each of the first three years of operation:
2. Revenue and expenditures associated with the change itself:
3. Institutional financial support to be reallocated to accommodate the change:
4. The budgetary and financial implication of the change for the entire institution:

F. Student Services:

G. Physical Facilities:

H. Library and Information Resources:

I. Faculty and Staff:

The Prospectus template and a sample prospectus are posted online at:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/>