

**APPENDIX B**

**UNIVERSITY OF NORTH CAROLINA**

**REQUEST FOR AUTHORIZATION TO PLAN A NEW DOCTORAL OR  
FIRST PROFESSIONAL DEGREE PROGRAM**

THE PURPOSE OF ACADEMIC PROGRAM PLANNING: Planning a new academic degree program provides an opportunity for an institution to make the case for need and demand and for its ability to offer a quality program. Authorization to plan and the planning activity to follow do not guarantee that authorization to establish will be granted. Requests (5 copies) may be submitted in accord with the schedule announced by General Administration. As of January 1, 2010 submission of proposals will be electronic.

Date: \_\_\_\_\_

**Constituent Institution:**

\_\_\_\_\_

CIP Discipline Specialty Title:

\_\_\_\_\_

CIP Discipline Specialty Number: \_\_\_\_\_ Level: D \_\_\_\_\_ 1<sup>st</sup> Prof. \_\_\_\_\_

Exact Title of the Proposed Program:

\_\_\_\_\_

Exact Degree Abbreviation (e.g. Ph.D., Ed.D.):

\_\_\_\_\_

Does the proposed program constitute a substantive change as defined by SACS? Yes \_\_\_\_\_ No \_\_\_\_\_

- a. Is it at a more advanced level than those previously authorized? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Is the proposed program in a new discipline division? Yes \_\_\_\_\_ No \_\_\_\_\_

Approximate date for submitting the Request to Establish the proposed program (must be within two years of date of authorization to plan):

\_\_\_\_\_

Proposed date to establish degree: *month* \_\_\_\_\_ *year* \_\_\_\_\_ (Date should allow at least three months for review of the request to establish, once submitted.)

1. Describe the proposed new degree program. The description should include:
  - a. a brief description of the program and a statement of educational objectives
  - b. the relationship of the proposed new program to the institutional mission and how the program fits into the institution's strategic plan and its response to UNC Tomorrow
  - c. the relationship of the proposed new program to other existing programs at the institution
  - d. special features or conditions that make the institution a desirable, unique, or appropriate place to initiate such a degree program.

2. List all other public and private institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program.
3. Estimate the number of students that would be enrolled in the program during the first year of operation: *Full-Time* \_\_\_\_\_ *Part-Time* \_\_\_\_\_; the number of students that would be enrolled in the program when it is fully operational: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_.
4. Estimate the current and projected demand for graduates of the proposed new degree program. Provide documentation about the sources of data used to estimate demand.
5. If there are plans to offer the program away from campus during the first year of operation:
  - a. briefly describe these plans, including potential sites and possible method(s) of delivering instruction.
  - b. indicate any similar programs being offered off-campus in North Carolina by other institutions (public or private)
  - c. estimate the number of students that would be enrolled in the program during the first year of operation: *Full-Time* \_\_\_\_\_ *Part-Time* \_\_\_\_\_
6. Describe the procedures to be used to plan the proposed program. List the names, titles, e-mail addresses and telephone numbers of the person(s) responsible for planning the proposed program.
7. Describe the method of financing the proposed new program (e.g., potential sources of funding) and indicate the extent to which additional state funding may be required.

This intent to plan a new program has been reviewed and approved by the appropriate campus committees and authorities.

**Chancellor** \_\_\_\_\_

Source: [http://www.northcarolina.edu/aa\\_planning/degrees/index.htm](http://www.northcarolina.edu/aa_planning/degrees/index.htm)