All actions in the approval of new programs for public institutions are subject to a stipulation regarding the program’s ability to attain specified goals that have been established by the institution and approved by the Council on Postsecondary Education (the Council). At the conclusion of an appropriate period of time, the program’s performance shall be reviewed by Council staff following criteria established in the Council’s Academic Programs Policy.

1. **BASIC INFORMATION**:
	1. College:
	2. Academic Unit: (e.g. Department, Division, School):
	3. Title of Proposed Program:
	4. Degree Level (Bachelor, Master, Doctorate):
	5. Degree Designation as on Diploma (Bachelor of …, Master of …, Doctor of …, etc.)
2. **CIP CODE** (contact Coordinator, Curriculum Programs or search at <https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55>):
3. Is this program an advanced practice Doctorate? Yes No
4. Program Type: Single Institution Collaborative Joint
5. Proposed Implementation Date: mm/dd/yyyy:
6. Estimated Institutional Board Approval Date mm/dd/yyyy:
7. Institutional Contact Information:
	1. Program Director Name:
	2. Title:
	3. Email address:
	4. Phone:
8. **ADDITIONAL INFORMATION**
	1. Is an approved letter from Education Professional Standards Board (EPSB) Required? Yes No
	2. Is there a specialized accrediting agency related to this program? Yes No
		1. If yes, name of the accreditor .
		2. If yes, will accreditation be sought? ? Yes No
	3. Total number of hours required for degree: .
	4. Total number of program core hours: .
	5. Total number of guided elective hours: .
	6. Does this program have a clinical component? Yes No
		1. If yes, discuss the nature, appropriatness, and availability of clinical sites
		 .
9. **ABSTRACT (limit to one page or less)** – *(Same as abstract (Section 1) from SACSCOC Substantive Change form)*
	1. Describe the new program with its estimated date of implementation.
	2. Specify any distinctive qualities of the program.
10. Identify where the new program will be offered .
	1. Provide projected number of students .
	2. Indicate the projected life of the program, if applicable (single cohort or ongoing)
	 .
	3. Describe the primary target audience .
	4. Describe the instructional delivery methods to be used .
	5. Describe strengths of the institution to undertake this new program .
11. **DETERMINATION OF NEED FOR THE CHANGE/RELATIONSHIP TO MISSION/PLANNING AND APPROVALS FOR THE NEW PROGRAM** – *(Same as determination (Section 2) from SACSCOC Substantive Change form)*
	1. Describe how the new program is consistent with the mission and goals of the institution.
	2. Describe the rationale and need for the program to include how the institution determined need.

* 1. Provide evidence of legal authority for the change if approval is required by the governing board or the state.
	2. Provide documentation that faculty and appropriate other groups were involved in planning for and approval(s) of the change.
1. **REQUIRED INFORMATION FOR THE SPECIFIC SUBSTANTIVE CHANGE FOR NEW PROGRAMS** – *(Same as required information (Section 3) from SACSCOC Substantive Change form)*
	1. Provide the curriculum for the program and a projected schedule of course offerings. *(Attach a completed copy of the CPE Curriculum Template)*
	2. Provide specific programmatic goals (objectives) and specific student learning outcomes for the program.
	3. Describe how the student learning outcomes for the program will be assessed.
	4. Provide course descriptions for all courses in the proposed program.
	5. Describe admissions and graduation requirements for the program.
	6. Describe administrative oversight to ensure the quality of the program.
	7. For a program offered in compressed time frames, describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved.
2. **PROGRAM DEMAND/UNNECESSARY DUPLICATION/COLLABORATION WITHIN AND AMONG INSTITUTIONS** *(Please provide Gray Associates Program Evaluation System Scorecard data snapshot for new program).*
	1. Please note the expected enrollment over the first five years of the program.
	 First Year expected enrollment
	 Second Year expected enrollment
	 Third Year expected enrollment
	 Fourth Year expected enrollment
	 Fifth Year expected Enrollment
	2. **Justification**: This is an open-ended response that will be used in CPE agenda items. Institutions should establish the demand for this program. Note if it replaces another program on campus. Remember that the audience is the CPE, not higher education administrators, faculty, or staff.
	3. **Employer Demand**: If the program is designed for students to enter the workforce immediately, please complete the following table. TABLE OF DEMAND QUESTIONS (National, state, regional, etc.) Justification: This is an open-ended response that will be used in CPE agenda items. Institutions should establish the demand for the program. Note if it replaces another program on campus. Remember that the audience is the CPE, not higher education administrators, faculty, or staff. (SUGGESTED DATA SOURCES ARE PROVIDED)
	4. If the program proposal is in response to changes in academic disciplinary need, as opposed to employer demand, please outline those changes. Explain why these changes to the discipline necessitate development of a new program.
	5. State records indicate the following similar programs
		1. Similar Program 1:
			1. Institution:
			2. Program Name:
			3. Comparison of Objectives/Focus/Curriculum to Similar Programs:
			4. Comparison of Student Populations:
			5. Access to Existing Programs:
			6. Feedback from Other Institutions:
		2. Similar Program 2:
			1. Institution:
			2. Program Name:
			3. Comparison of Objectives/Focus/Curriculum to Similar Programs:
			4. Comparison of Student Populations:
			5. Access to Existing Programs:
			6. Feedback from Other Institutions:
	6. How will the program support or be supported by other programs within the institution?
3. **FINANCIAL SUPPORT – *Same as financial support (Section 8) from SACSCOC Substantive Change form***
	1. Provide a business plan that includes all of the following (NOTE: This applies to ALL submissions)
		1. a description of financial resources available to support the proposed change, including a budget for the first year of the proposed change (a three-year budget is required for a new branch campus). Do not send a copy of the entire institutional budget.
		2. projected revenues and expenditures and cash flow for the proposed change
		3. the amount of resources going to institutions or organizations for contractual or support services for the proposed change
		4. the operational, management, and physical resources available for the change.
	2. Provide contingency plans in the event that required resources do not materialize.
4. **DESCRIPTION OF INSTITUTIONAL EVALUATION AND ASSESSMENT PROCESSES FOR THE CHANGE – *Same as institutional evaluation (Section 9) from SACSCOC Substantive Change form***
	1. Provide a brief description of institutional assessment processes.
	2. Describe how the institution will incorporate the change (program, site, distance education or other change) into the institution-wide review and assessment processes.
	3. What are the plans to evaluate students’ post-graduate success?
5. **ADVANCED PRACTICE DOCTORATES**: (New section)
	1. Describe how the doctorate builds upon the reputation and resources of the existing master’s degree program in the field.
		1. Provide a description of the master’s program or programs and note any distinctive qualities of these programs as well as any national recognition bestowed upon the program.
	2. Explain the new practice or licensure requirements in the profession and/or requirements by specialized accrediting agencies that necessitate a new doctoral program.
		1. Provide any evidence, such as a professional organization or an accrediting agency requiring a doctorate in order for graduates to practice or advance in the field of study.
	3. Explain the impact of the proposed program on undergraduate education at the institution. Within the explanation, note specifically if new undergraduate courses in the field will be needed, or if any courses will be cut.
		1. If there is no impact on undergraduate education, please provide a synopsis of how a new doctorate can be developed and implemented without financial or staffing implications for undergraduate education.
	4. Provide evidence that funding for the program will not impair funding of any existing program at any other public university.
		1. Upload a letter from each institution with a similar program stating that the proposed program will not negatively impact the existing program.
		2. Include a summary of financial information from institutions with similar programs.