Guideline for Review and Approval of New Graduate Degree Programs
Graduate School Administrative Board
Approved by the Graduate School Administrative Board
May 10, 2004

Development of new graduate degree programs follows the process outlined in East Carolina University Faculty Manual, Part V. Academic Information. The chronological steps for initiating new master's and doctoral programs are detailed in the Appendices to this document:

- Appendix D. Master's Degree Programs: Campus Approval Process
- Appendix E. Doctoral Degree Programs: Campus Approval Process

The ECU review process for new programs will require completion of the forms that are part of UNC-OP Memorandum 406, Appendices A, B, and/or C as appropriate.

The review and approval process will include the vice chancellors, the dean, chair and faculty of the academic unit proposing the program, the appropriate curriculum committees, the Graduate School Administrative Board as representative of the graduate faculty, and the Educational Policies and Planning Committee (EPPC). The EPPC will review all proposals to plan and establish new graduate programs as outlined in their charge and make separate recommendations to the chancellor.

The review process for the development and approval of new graduate certificate programs is not covered by these guidelines. The approval process for graduate certificate programs is covered in a separate document - Policies and Procedures for Graduate Certificate Programs (http://www.ecu.edu/gradschool/ecuhtm_files/facinfo.htm)

New Masters' Programs

With approval to proceed, the academic unit proposing a new masters' program will develop and submit Appendix A, Notice of Intent to Plan a New Undergraduate, Masters, or Certificate of Advanced Study UNC-OP Memorandum 406, and Appendix C: Request for Authorization to Establish a New Degree Program. UNC-OP Memorandum 406 and proceed as outlined in Appendix D. Master's Degree Program: Campus Approval Process. Review and approval must occur in the order outlined. The review of all proposals for permission to establish a new masters' degree will proceed according to the review process outlined below - see The Review Process.

UNC-OP has no established guidelines for the time frame in submitting Intent to Plan and Authorization to Establish documents for new master's degrees can be submitted. The timing of submission will be established on the ECU campus. The request for authorization to establish will be approved on campus before a statement of intent to plan will be submitted to UNC-OP. Master's program will require at least one outside consultant before consideration of authorization to establish. The consultant(s) will be chosen in consultation with the dean of the Graduate School. The Graduate School will provide an honorarium for individuals serving as consultants.

New Doctoral Programs

With approval of permission to proceed, the unit a new doctoral program will proceed to develop a proposal, Appendix B, Request for Authorization to Plan a New Doctoral or First Professional Degree Program. UNC-OP Memorandum 406, and proceed as outlined in Appendix E. Doctoral Degree Program: Campus Approval Process. Review and approval must occur in succession as outlined. With the receipt of authorization to plan a new doctoral program from UNC-OP, the unit proposing a new doctoral program will proceed to develop a proposal, Appendix C: Request for Authorization to Establish a New Degree Program. UNC-OP Memorandum 406 and proceed as outlined in Appendix E. Doctoral Degree Program: Campus Approval Process. Review and approval must occur in succession as outlined.

Requests for authorization to plan and authorization to establish can only be submitted to the Office of the President by the following schedule:

- October 1 submission for consideration at the April UNC Graduate Council meeting
- May 1 submission for consideration at the October UNC Graduate Council meeting

The GSAB's review of all proposals for authorization to plan and authorization to establish a new doctoral degree will proceed according to the review process outlined below - see The Review Process. The GSAB's consideration of all authorization to plan and authorization to establish will require external reviews. The reviewers/consultants will be chosen in consultation with the dean of the Graduate School. The Graduate School will provide an honorarium for individuals serving as consultants.
On Campus Submission Deadline

All academic units should begin the on campus review process as early as possible to allow adequate time for the proposal to be reviewed on the ECU campus - a minimum of six months prior to the desired submission date will serve as a useful guideline. For new masters' programs the Intent to Plan and Request for Authorization to Establish may be reviewed at the same time on campus.

The Review Process.

The Graduate School Administrative Board's review of every proposal for development of new doctoral programs (permission to plan and permission to establish) and new masters' programs (establish) will involve the following:

1. There will be external review of all proposals for Authorization to Plan and Authorization to Establish new doctoral programs. There will be external consultation of all proposals for Authorization to Establish a new masters' program. The external reviews/consultations will occur before the Graduate School Administrative Board considers the proposal.

2. In making its recommendation the Graduate School Administrative Board will focus on the following considerations:
   - Does the proposal adequately justify the need/demand for the program? If not, what additional information/data needs to be included as part of the proposal? The proposal should address the applicant pool for the program and whether it is sufficient to support the program. Estimates of job openings for graduates of this program should be made, including local, regional, statewide and national opportunities as appropriate.
   - The proposal should describe the relationship to our institutional mission and our strategic plan.
   - The proposal should describe any impact on existing undergraduate or graduate programs (i.e., will the proposed program strengthen other programs or stretch existing resources?).
   - Are the elements of the proposed curriculum (classroom instruction, labs, internships, thesis/dissertation, etc.) appropriate for the program?
   - Is the quality of the faculty adequate to provide quality instruction, appropriate supervision, and outstanding research opportunities (as applicable) for students enrolling in the program? Curriculum vitae of all faculties must accompany the proposal.
   - If similar programs exist at other UNC institutions, the proposal should show a five-year history of enrollment and degrees awarded.
   - What resources the new program will require and do they seem reasonable? Resources that should be addressed are:
     - Funds for new faculty
     - Funds for graduate student stipends and tuition remissions
     - Funds for other recruiting and operating expenses
     - Additional physical space requirements needed for the program
     - Based on the projected space enrollment, estimate the new funds that will be generated using the current funding formula.

The vote of the Graduate School Administrative Board will be forwarded by the dean of the Graduate School to the Vice Chancellor for Academic Affairs, Vice Chancellor for Health Affairs, and the Vice Chancellor for Research and Graduate Studies.
APPENDIX A: THE UNIVERSITY OF NORTH CAROLINA
NOTIFICATION OF INTENT TO PLAN A NEW BACCALAUREATE, MASTERS, OR CAS PROGRAM

Date: ________________________________

Constituent Institution: East Carolina University
School/College: ___________________________________ Department: ______________________________

Program Identification:
CIP Discipline Specialty Title: ____________________________ Level: B _____ M _____ CAS ______
CIP Discipline Specialty Code: ___________________________ Level: B _____ M _____ CAS ______
Exact Title of the Proposed Degree:
Exact Degree Abbreviation (e.g., BS, BA, MA, MS, CAS)

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 proposal (must be within one year of date of submission of notification of intent to plan):

Proposed date to establish degree (month and year): (Date can be no sooner than six months after the date of notification of intent to plan and must 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
   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 ___________

4. 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 ___________

5. List the names, titles, e-mail addresses, and telephone numbers of the person(s) responsible for planning the
   proposed program.

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

   Chancellor: ___________________________________________ Date: ______________________________
APPENDIX B: THE UNIVERSITY OF NORTH CAROLINA
REQUEST FOR AUTHORIZATION TO PLAN
A NEW DOCTORAL OR FIRST PROFESSIONAL DEGREE PROGRAM

Date: ______________________________

Constituent Institution: East Carolina University
School/College: ___________________________ Department: ___________________________

Program Identification:
CIP Discipline Specialty Title: 
CIP Discipline Specialty Code: ____________________________ Level: D  1st Prof.  ______
Exact Title of the Proposed Degree: 
Exact Degree Abbreviation (EdD, PhD):

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 proposal (must be within two years of date of authorization to plan):

Proposed date to establish (month and 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
   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.

4. Indicate the current and projected demand for graduates of the proposed new degree program. Provide documentation about the sources of data used to estimate demand figures.

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 that will 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). 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: ______________________________  Date: ______________________________
APPENDIX C: REQUEST THE UNIVERSITY OF NORTH CAROLINA
FOR AUTHORIZATION TO ESTABLISH A NEW DEGREE PROGRAM

Date:  

Constituent Institution: East Carolina University  
School/College:  
Department:  

Program Identification:  
CIP Discipline Specialty Title:  
CIP Discipline Specialty Code:  
Level (B, M, I, Prof, D):  

Exact Title of the Proposed Degree:  
Exact Degree Abbreviation (e.g., BA, BS, MA, MS, EdD, PhD):  

Does the proposed program constitute a substantive change as defined by SACS?  
a) Is it at a more advanced level than those previously authorized?  
b) Is the proposed program in a new discipline division?  

Proposed date to establish degree program (allow at least 3-6 months for proposal review):  

Do you plan to offer the proposed program away from campus during the first year of operation?  

If yes, complete the form to be used to request establishment of a distance education program and submit it along with this request.

I. DESCRIPTION OF THE PROGRAM

A. Describe the proposed degree program (i.e., its nature, scope, and intended audience).
B. List the educational objectives of the program.
C. Describe the relationship of the program to other programs currently offered at the proposing institution, including the common use of: 1) courses, 2) faculty, 3) facilities, and 4) other resources.

II. JUSTIFICATION FOR THE PROGRAM (Narrative Statement)

A. Describe the proposed program as it relates to the following:
   1. Institutional Mission and Strategic Planning.
   2. Student Demand.
   3. Societal Need. (Note: For graduate, first-professional, and baccalaureate-professional programs, cite manpower needs in North Carolina and elsewhere.)
   4. Impact on existing undergraduate and/or graduate academic programs at ECU. (e.g., Will the proposed program strengthen other programs? Will it stretch existing resources? How many of your programs at this level currently fail to meet Board of Governors' productivity criteria? Is there a danger of proliferation of low-productivity degree programs at the institution?)
B. Discuss potential program duplication and program competitiveness.
   1. Identify similar programs offered elsewhere in North Carolina. Indicate the location and distance from the proposing institution. Include a) public and b) private institutions of higher education.
   2. Indicate how the proposed program differs from other programs like it in the University. If the program duplicates other UNC programs, explain a) why it is necessary or justified and b) why demand (if limited) might not be met through a collaborative arrangement (perhaps using distance education) with another UNC institution. If the program is a first professional or doctoral degree, compare it with other similar programs in public and private universities in North Carolina, in the region, and in the nation.
C. Enrollment (baccalaureate programs should include only upper division program majors, juniors, and seniors):  
   Headcount Enrollment
   Show a five-year history of enrollments and degrees awarded in similar programs offered at other UNC institutions (using the format below for each institution with a similar program); indicate which of these institutions you consulted regarding their experience with student demand and (in the case of professional programs) job placement. Indicate how their experiences influenced your enrollment projections.
Institution: 

Program Title: 

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>(Year)</th>
<th>(Year)</th>
<th>(Year)</th>
<th>(Year)</th>
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<tbody>
<tr>
<td>Degrees-Awarded</td>
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</tbody>
</table>

Use the format in the chart below to project your enrollment in the proposed program for four years and explain the basis for the projections:

<table>
<thead>
<tr>
<th>Full-time</th>
<th>(Year)</th>
<th>(Year)</th>
<th>(Year)</th>
<th>(Year)</th>
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<tbody>
<tr>
<td>Part-time</td>
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<tr>
<td>TOTALS</td>
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</table>

Please indicate the anticipated steady-state headcount enrollment after four years:
Full-time _____  Part-time _____  Total _____

SCH production (upper-division program majors, juniors, and seniors only for baccalaureate programs)

Use the format in the chart below to project the SCH production for four years. Explain how SCH projections were derived from enrollment projections. (See UNC website for a list of the disciplines comprising each of the four categories.)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Student Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Program Category</td>
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<td>Category I</td>
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<td>Category II</td>
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<td>Category III</td>
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<td>Category IV</td>
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<tr>
<th>Year 2</th>
<th>Student Credit Hours</th>
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<td>Category I</td>
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<tr>
<td>Category II</td>
<td></td>
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<tr>
<td>Category III</td>
<td></td>
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<tr>
<td>Category IV</td>
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</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Student Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Category</td>
<td>UG</td>
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<tr>
<td>Category I</td>
<td></td>
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<tr>
<td>Category II</td>
<td></td>
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<tr>
<td>Category III</td>
<td></td>
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<tr>
<td>Category IV</td>
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<table>
<thead>
<tr>
<th>Year 4</th>
<th>Student Credit Hours</th>
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<tbody>
<tr>
<td>Program Category</td>
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<td>Category II</td>
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<tr>
<td>Category III</td>
<td></td>
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<tr>
<td>Category IV</td>
<td></td>
</tr>
</tbody>
</table>
III. PROGRAM REQUIREMENTS AND CURRICULUM

A. Program Planning.
   1. List the names of institutions with similar offerings regarded as high quality programs by the developers of the proposed programs.
   2. List other institutions visited or consulted in developing this proposal. Also discuss or append any consultants' reports, committee findings, and simulations (cost, enrollment shift, induced course load matrix, etc.) generated in planning the proposed program.

B. Admission. List the following:
   1. Admissions requirements for proposed program (indicate minimum requirements and general requirements).
   2. Documents to be submitted for admission (listing or sample).

C. Degree Requirements. List the following:
   1. Total hours required. Major. Minor.
   2. Proportion of courses open only to graduate students to be required in program (graduate programs only).
   3. Grades required.
   4. Amount of transfer credit accepted.
   5. Other requirements (e.g. residence, comprehensive exams, thesis, dissertation, clinical or field experience, second major, etc.).
   6. Language and/or research requirements.
   7. Any time limits for completion.

D. List existing courses by prefix, number, and title (include s.h.) and indicate (*) those that are required. Include an explanation of numbering system. List (under a heading marked "new") and describe new courses proposed.

IV. FACULTY

A. List the names of persons now on the faculty who will be directly involved in the proposed program. Provide complete information on each faculty member's education, teaching experience, research experience, publications, and experience in directing student research, including the number of thesis and dissertations directed for graduate programs. The official roster forms approved by SACS can be submitted rather than actual faculty vita.

B. Estimate the need for new faculty for the proposed program for the first four years. If the teaching responsibilities for the proposed program will be absorbed in part or in whole by the present faculty, explain how this will be done without weakening existing programs.

C. If the employment of new faculty requires additional funds, please explain the source of funding.

D. Explain how the program will affect faculty activity, including course load, public service activity, and scholarly research.

V. LIBRARY

A. Provide a statement as to the adequacy of present library holdings for the proposed program.

B. State how the library will be improved to meet new program requirements for the next five years. The explanation should discuss the needs for books, periodicals, reference material, primary source material, etc. What additional library support must be added to areas supporting the proposed program?

C. Discuss any contemplated use of other institutional libraries.

VI. FACILITIES AND EQUIPMENT

A. Describe the facilities available for the proposed program.

B. Describe the effect of this new program on existing facilities and indicate whether they will be adequate, both at the commencement of the program and during the next decade.

C. Indicate any computer services needed and/or available.

D. Indicate sources of financial support for any new facilities and equipment.

VII. ADMINISTRATION

Describe how the proposed program will be administered, giving the responsibilities of each department, division, school, or college. Explain any inter-departmental or inter-unit administrative plans. Include an organizational chart showing the "location" of the proposed new program.
VIII. ACCREDITATION

Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe plans to request professional accreditation. If the proposed new degree program is at a more advanced level than those previously authorized or if it is a new discipline division, was SACS notified of a potential "substantive change" during the planning process? If so, describe the response from SACS and the steps that have been taken to date with reference to the applicable procedure.

IX. SUPPORTING FIELDS

Are there other subject matter fields at the proposing institution necessary or valuable in support of the proposed program? Is there needed improvement or expansion of these fields? To what extent will such improvement or expansion be necessary for the proposed program?

X. ADDITIONAL INFORMATION

Include any additional information deemed pertinent to the review of this new program proposal.

XI. BUDGET

Provide estimates (using the attached form) of the additional costs required to implement the program and identify the proposed sources of the additional funds required. Use SCH projections (section II.C) to estimate new state appropriations through enrollment increase funds. Prepare a budget schedule for each of the first three years of the program, indicating the account number and name for all additional amounts required. Identify EPA and SPA positions immediately below the account listing. New SPA positions should be listed at the first step in the salary range using the SPA classification rates currently in effect. Identify any larger or specialized equipment and any unusual supplies requirements.

For the purposes of the second and third year estimates, project faculty and SPA position rates and fringe benefits rates at first-year levels. Include the continuation of previous year(s) costs in second and third-year estimates.

Additional state-appropriated funds for new programs may be limited. Except in exceptional circumstances, institutions should request such funds for no more than three years (e.g., for start-up equipment, new faculty positions, etc.), at which time enrollment increase funds should be adequate to support the new program. Therefore, it will be assumed that requests (in the "new Allocations" column of the following worksheet) are for one, two, or three years unless the institution indicates a continuing need and attaches a compelling justification. However, funds for new programs are more likely to be allocated for limited periods of time.

XII. EVALUATION PLANS

All new degree program proposals must include an evaluation plan which includes (a) the criteria to be used to evaluate the quality and effectiveness of the program, (b) measures to be used to evaluate the program, (c) expected levels of productivity of the proposed program for the first four years of the program (numbers of graduates), (d) the names, addresses, e-mail addresses, and telephone numbers of at least three persons (six reviewers are needed for graduate programs) qualified to review this proposal and to evaluate the program once operational, and (e) the plan and schedule to evaluate the proposed new degree program prior to the completion of its fifth year of operation once fully established.
Program Evaluation Format

A. Criteria to be used to evaluate the proposed program.
B. Measures to be used to evaluate the program.
C. Projected productivity level (number of graduates):

<table>
<thead>
<tr>
<th>Level</th>
<th>Year 1 (20 - 20)</th>
<th>Year 2 (20 - 20)</th>
<th>Year 3 (20 - 20)</th>
<th>Year 4 (20 - 20)</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
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<td>M</td>
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<td>I/P</td>
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<td>D</td>
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</table>

(Key: B-Bachelor’s, M-Master’s, I/P-Intermediate or Professional, D-Doctoral)

D. Recommended consultants/reviewers: Names, titles, addresses, e-mail addresses, and telephone numbers. May not be employees of The University of North Carolina.

E. Plan for evaluation prior to the fifth operational year.

XIII. REPORTING REQUIREMENTS

Institutions will be expected to report on program productivity after one year and three years of operation. This information will be solicited as a part of the biennial long-range planning revision.

Proposed date of initiation of proposed degree program: ________________________________

This proposal to establish a new degree program has been reviewed and approved by the appropriate campus committees and authorities.

Chancellor: ________________________________________________________________________

Date: ________________________________
SUMMARY OF ESTIMATED ADDITIONAL COSTS FOR PROPOSED PROGRAM

INSTITUTION: ____________________________ DATE: ____________________________

Program (CIP#, Name, Level): ____________________________________________________________

Degree(s) to be Granted: ____________________________ Program Year: ____________________________

<table>
<thead>
<tr>
<th>ADDITIONAL FUNDS REQUIRED - BY SOURCE</th>
<th>Reallocation of Present Institutional Resources</th>
<th>Enrollment Increase Funds</th>
<th>Federal or Other (Identify)</th>
<th>New Allocations</th>
<th>Total</th>
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<td>(Identify Positions)</td>
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<td>1820 State Retirement</td>
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<td>5000 Capital Outlay (Equipment)</td>
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<td>TOTAL Reg. Term Instruction</td>
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<tr>
<td>151 Libraries</td>
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<tr>
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<td>TOTAL ADDITIONAL COSTS</td>
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Note: Accounts may be added or deleted as required. Currently benefits are figured at 10.10% retirement, 7.65% social security, and $1,735 for health insurance. These percentages/amounts should be verified in the benefits office of Human Resources at the time this form is completed.
APPENDIX C: REQUEST THE UNIVERSITY OF NORTH CAROLINA
FOR AUTHORIZATION TO ESTABLISH A NEW DEGREE PROGRAM

Date: ________________________________

Constituent Institution: East Carolina University
School/College: ________________________________ Department: ________________________________

Program Identification:
CIP Discipline Specialty Title: ____________________________________________________________
CIP Discipline Specialty Code: ___________ Level (B, M, I, Prof, D): ___________
Exact Title of the Proposed Degree: _______________________________________________________

Exact Degree Abbreviation (e.g., BA, BS, MA, MS, EdD, PhD): _______________________________

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 ___

Proposed date to establish degree program (allow at least 3-6 months for proposal review): Month: ___________ Year: ___________

Do you plan to offer the proposed program away from campus during the first year of operation? Yes ___ No ___

If yes, complete the form to be used to request establishment of a distance education program and submit it along with this request.

I. DESCRIPTION OF THE PROGRAM

A. Describe the proposed degree program (i.e., its nature, scope, and intended audience).
B. List the educational objectives of the program.
C. Describe the relationship of the program to other programs currently offered at the proposing institution, including the common use of: 1) courses, 2) faculty, 3) facilities, and 4) other resources.

II. JUSTIFICATION FOR THE PROGRAM (Narrative Statement)

A. Describe the proposed program as it relates to the following:
   1. Institutional Mission and Strategic Planning.
   2. Student Demand.
   3. Societal Need. (Note: For graduate, first-professional, and baccalaureate-professional programs, cite manpower needs in North Carolina and elsewhere.)
   4. Impact on existing undergraduate and/or graduate academic programs at ECU. (e.g., Will the proposed program strengthen other programs? Will it stretch existing resources? How many of your programs at this level currently fail to meet Board of Governors' productivity criteria? Is there a danger of proliferation of low-productivity degree programs at the institution?)
B. Discuss potential program duplication and program competitiveness.
   1. Identify similar programs offered elsewhere in North Carolina. Indicate the location and distance from the proposing institution. Include a) public and b) private institutions of higher education.
   2. Indicate how the proposed program differs from other programs like it in the University. If the program duplicates other UNC programs, explain a) why it is necessary or justified and b) why demand (if limited) might not be met through a collaborative arrangement (perhaps using distance education) with another UNC institution. If the program is a first professional or doctoral degree, compare it with other similar programs in public and private universities in North Carolina, in the region, and in the nation.
C. Enrollment (baccalaureate programs should include only upper division program majors, juniors, and seniors):

   Headcount Enrollment
   Show a five-year history of enrollments and degrees awarded in similar programs offered at other UNC institutions (using the format below for each institution with a similar program); indicate which of these institutions you consulted regarding their experience with student demand and (in the case of professional programs) job placement. Indicate how their experiences influenced your enrollment projections.
Please indicate the anticipated steady-state headcount enrollment after four years:

<table>
<thead>
<tr>
<th>Full-time</th>
<th>Part-time</th>
<th>Total</th>
</tr>
</thead>
</table>

**SCH production** (upper-division program majors, juniors, and seniors only for baccalaureate programs)

Use the format in the chart below to project the SCH production for four years. Explain how SCH projections were derived from enrollment projections. (See UNC website for a list of the disciplines comprising each of the four categories.)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Student Credit Hours</th>
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<tr>
<td>Program Category</td>
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<td>Category I</td>
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<td>Category III</td>
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<tr>
<td>Category IV</td>
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<tr>
<th>Year 2</th>
<th>Student Credit Hours</th>
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<tbody>
<tr>
<td>Program Category</td>
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<td>Category II</td>
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<td>Category III</td>
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<td>Category II</td>
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<tr>
<td>Category III</td>
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<td>Category IV</td>
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<tr>
<th>Year 4</th>
<th>Student Credit Hours</th>
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<tbody>
<tr>
<td>Program Category</td>
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<tr>
<td>Category I</td>
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<tr>
<td>Category II</td>
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<tr>
<td>Category III</td>
<td></td>
</tr>
<tr>
<td>Category IV</td>
<td></td>
</tr>
</tbody>
</table>
III. PROGRAM REQUIREMENTS AND CURRICULUM

A. Program Planning.
   1. List the names of institutions with similar offerings regarded as high quality programs by the developers of the proposed programs.
   2. List other institutions visited or consulted in developing this proposal. Also discuss or append any consultants' reports, committee findings, and simulations (cost, enrollment shift, induced course load matrix, etc.) generated in planning the proposed program.

B. Admission. List the following:
   1. Admissions requirements for proposed program (indicate minimum requirements and general requirements).
   2. Documents to be submitted for admission (listing or sample).

C. Degree Requirements. List the following:
   1. Total hours required. Major. Minor.
   2. Proportion of courses open only to graduate students to be required in program (graduate programs only).
   3. Grades required.
   4. Amount of transfer credit accepted.
   5. Other requirements (e.g. residence, comprehensive exams, thesis, dissertation, clinical or field experience, second major, etc.).
   6. Language and/or research requirements.
   7. Any time limits for completion.

D. List existing courses by prefix, number, and title (include s.h.) and indicate (*) those that are required. Include an explanation of numbering system. List (under a heading marked "new") and describe new courses proposed.

IV. FACULTY

A. List the names of persons now on the faculty who will be directly involved in the proposed program. Provide complete information on each faculty member's education, teaching experience, research experience, publications, and experience in directing student research, including the number of thesis and dissertations directed for graduate programs. The official roster forms approved by SACS can be submitted rather than actual faculty vita.

B. Estimate the need for new faculty for the proposed program for the first four years. If the teaching responsibilities for the proposed program will be absorbed in part or in whole by the present faculty, explain how this will be done without weakening existing programs.

C. If the employment of new faculty requires additional funds, please explain the source of funding.

D. Explain how the program will affect faculty activity, including course load, public service activity, and scholarly research.

V. LIBRARY

A. Provide a statement as to the adequacy of present library holdings for the proposed program.

B. State how the library will be improved to meet new program requirements for the next five years. The explanation should discuss the needs for books, periodicals, reference material, primary source material, etc. What additional library support must be added to areas supporting the proposed program?

C. Discuss any contemplated use of other institutional libraries.

VI. FACILITIES AND EQUIPMENT

A. Describe the facilities available for the proposed program.

B. Describe the effect of this new program on existing facilities and indicate whether they will be adequate, both at the commencement of the program and during the next decade.

C. Indicate any computer services needed and/or available

D. Indicate sources of financial support for any new facilities and equipment.

VII. ADMINISTRATION

Describe how the proposed program will be administered, giving the responsibilities of each department, division, school, or college. Explain any inter-departmental or inter-unit administrative plans. Include an organizational chart showing the "location" of the proposed new program.

VIII. ACCREDITATION
Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe plans to request professional accreditation. If the proposed new degree program is at a more advanced level than those previously authorized or if it is a new discipline division, was SACS notified of a potential "substantive change" during the planning process? If so, describe the response from SACS and the steps that have been taken to date with reference to the applicable procedure.

IX. SUPPORTING FIELDS

Are there other subject matter fields at the proposing institution necessary or valuable in support of the proposed program? Is there needed improvement or expansion of these fields? To what extent will such improvement or expansion be necessary for the proposed program?

X. ADDITIONAL INFORMATION

Include any additional information deemed pertinent to the review of this new program proposal.

XI. BUDGET

Provide estimates (using the attached form) of the additional costs required to implement the program and identify the proposed sources of the additional funds required. Use SCH projections (section II.C) to estimate new state appropriations through enrollment increase funds. Prepare a budget schedule for each of the first three years of the program, indicating the account number and name for all additional amounts required. Identify EPA and SPA positions immediately below the account listing. New SPA positions should be listed at the first step in the salary range using the SPA classification rates currently in effect. Identify any larger or specialized equipment and any unusual supplies requirements.

For the purposes of the second and third year estimates, project faculty and SPA position rates and fringe benefits rates at first-year levels. Include the continuation of previous year(s) costs in second and third-year estimates.

Additional state-appropriated funds for new programs may be limited. Except in exceptional circumstances, institutions should request such funds for no more than three years (e.g., for start-up equipment, new faculty positions, etc.), at which time enrollment increase funds should be adequate to support the new program. Therefore, it will be assumed that requests (in the "new Allocations" column of the following worksheet) are for one, two, or three years unless the institution indicates a continuing need and attaches a compelling justification. However, funds for new programs are more likely to be allocated for limited periods of time.

XII. EVALUATION PLANS

All new degree program proposals must include an evaluation plan which includes (a) the criteria to be used to evaluate the quality and effectiveness of the program, (b) measures to be used to evaluate the program, (c) expected levels of productivity of the proposed program for the first four years of the program (numbers of graduates), (d) the names, addresses, e-mail addresses, and telephone numbers of at least three persons (six reviewers are needed for graduate programs) qualified to review this proposal and to evaluate the program once operational, and (e) the plan and schedule to evaluate the proposed new degree program prior to the completion of its fifth year of operation once fully established.
Program Evaluation Format

A. Criteria to be used to evaluate the proposed program.
B. Measures to be used to evaluate the program.
C. Projected productivity level (number of graduates):

<table>
<thead>
<tr>
<th>Level</th>
<th>Year 1 (20 - 20)</th>
<th>Year 2 (20 - 20)</th>
<th>Year 3 (20 - 20)</th>
<th>Year 4 (20 - 20)</th>
<th>Totals</th>
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<tbody>
<tr>
<td>B</td>
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<td>M</td>
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<td>I/P</td>
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<td>D</td>
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</table>

(Key: B-Bachelor's, M-Master's, I/P-Intermediate or Professional, D-Doctoral)

D. Recommended consultants/reviewers: Names, titles, addresses, e-mail addresses, and telephone numbers. May not be employees of The University of North Carolina.
E. Plan for evaluation prior to the fifth operational year.

XIII. REPORTING REQUIREMENTS

Institutions will be expected to report on program productivity after one year and three years of operation. This information will be solicited as a part of the biennial long-range planning revision.

Proposed date of initiation of proposed degree program: ________________________________

This proposal to establish a new degree program has been reviewed and approved by the appropriate campus committees and authorities.

Chancellor: ________________________________________________________________

Date: ______________________________
### SUMMARY OF ESTIMATED ADDITIONAL COSTS FOR PROPOSED PROGRAM

**INSTITUTION:**

**DATE:**

**Program (CIP#, Name, Level):**

**Degree(s) to be Granted:**

**Program Year:**

### ADDITIONAL FUNDS REQUIRED - BY SOURCE

<table>
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<tr>
<th></th>
<th>Reallocation of Present Institutional Resources</th>
<th>Enrollment Increase Funds</th>
<th>Federal or Other (Identify)</th>
<th>New Allocations</th>
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<tr>
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<td>TOTAL Reg. Term Instruction</td>
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**Note:** Accounts may be added or deleted as required. Currently benefits are figured at 10.10% retirement, 7.65% social security, and $1,735 for health insurance. These percentages/amounts should be verified in the benefits office of Human Resources at the time this form is completed.
Appendix D. Master's Degree Programs: Campus Approval Process

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date of approval</th>
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<tbody>
<tr>
<td>Prepare Notification of Intent to Plan, review with APD Collaborative Team, and obtain approval from the following in the order indicated:</td>
<td></td>
</tr>
<tr>
<td>1. Curriculum Committee of department(s) or school(s) in which program will be housed.</td>
<td></td>
</tr>
<tr>
<td>2. Voting graduate faculty of department(s) or school(s) in which program will be housed</td>
<td></td>
</tr>
<tr>
<td>3. Chairperson/director of departments or schools in which program will be housed.</td>
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<tr>
<td>4. Curriculum Committee of the college/school in which program will be housed.</td>
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</tr>
<tr>
<td>5. Dean(s) of the college(s) in which the program will be housed</td>
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<tr>
<td>6. Graduate Curriculum Committee</td>
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<tr>
<td>7. Graduate School Administrative Board</td>
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<tr>
<td>8. Vice Chancellor for Academic Affairs/Vice Chancellor for Health Sciences and Vice Chancellor for Research and Graduate Studies as appropriate.</td>
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<tr>
<td>9. Academic Council</td>
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<tr>
<td>10. EPPC (with report to Faculty Senate)</td>
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<tr>
<td>11. Chancellor (with approval the proposal will be sent to UNC-OP)</td>
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</tbody>
</table>

Prepare Request to Establish the new degree program:

A. Develop degree requirements and new course proposals and obtain approval of the curriculum from the following:

1. Code unit curriculum committees in each unit contributing new courses and Council on Teacher Education where appropriate
2. Graduate Curriculum Committee
3. Graduate School Administrative Board

B. Prepare Appendix C: Request to Establish a New Degree Program, review with APD Collaborative Team, and obtain approval from the following in the order indicated:

1. Curriculum Committee of department(s) or school(s) in which program will be housed.
2. Voting graduate faculty of department(s) or school(s) in which program will be housed
3. Chairperson/director of departments or schools in which program will be housed
4. Curriculum Committee of the college/school in which program will be housed
5. Dean of the college in which the program will be housed
6. Graduate Curriculum Committee
7. Graduate School Administrative Board
8. Vice Chancellor for Academic Affairs/Vice Chancellor for Health Sciences and Vice Chancellor for Research and Graduate Studies as appropriate
9. Academic Council
10. EPPC (with report to Faculty Senate)
11. Chancellor (with approval the proposal will be sent to UNC-OP)

Timeframes:
- UNC-OP - statements of intent to plan new masters' degrees must be sent prior to the request for authorization to establish. Requests to establish must be forwarded within one year of filing the intent to plan. Requests to establish must be forwarded at least six months before the desired semester of establishment.
- ECU Campus - To complete the on campus approval process for submission to UNC-OP proposal preparation should begin at least 6 months before the desired date of submission to UNC-OP.
### Activity

**Prepare Request for Authorization to Plan,** review with APD Collaborative Team, and obtain approval from the following in the order indicated:

1. Curriculum Committee of department(s) or school(s) in which program will be housed.
2. Voting graduate faculty of department(s) or school(s) in which program will be housed.
3. Chairperson/director of departments or schools in which program will be housed.
4. Curriculum Committee of the college in which program will be housed.
5. Dean(s) of the college(s) in which the program will be housed.
6. Graduate Curriculum Committee
7. Graduate School Administrative Board
8. Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences and Vice Chancellor for Research and Graduate Studies as appropriate
9. Academic Council
10. EPPC (with report to Faculty Senate)
11. Chancellor (with approval the proposal will be sent to UNC-OP)

**Prepare Request to Establish the new degree program:**

**A. Develop degree requirements and new course proposals and obtain approval of the curriculum from the following:**

1. Code unit curriculum committees in each unit contributing new courses and Council on Teacher Education where appropriate
2. Graduate Curriculum Committee
3. Graduate School Administrative Board

**B. Prepare Appendix C: Request to Establish a New Degree Program,** review with APD Collaborative Team, and obtain approval from the following in the order indicated:

1. Curriculum Committee of dept or school in which program will be housed.
2. Voting faculty of dept or school in which program will be housed.
3. Chairperson/director of departments or schools in which program will be housed.
4. Curriculum Committee of the college in which the program will be housed.
5. Dean(s) of the college(s) in which the program will be housed.
6. Graduate Curriculum Committee
7. Graduate Administrative Board
8. Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences and Vice Chancellor for Research and Graduate Studies as appropriate
9. Academic Council
10. EPPC (with report to Faculty Senate)
11. Chancellor (with approval the proposal will be sent to UNC-OP)

### Timeframes:

- **UNC-OP** - requests to plan or to establish new doctoral programs can be submitted to the Office of the President only by the following schedule:
  - October 1 submission for consideration at the April Graduate Council meeting.
  - May 1 submission for consideration at the October Graduate Council meeting.
- **ECU Campus** - To complete the on campus approval process to meet the dates for UNC-OP submission, proposal preparation should begin at least 6 months before the October 1 and May 1 respectively.