

Criteria and Procedures for New Programs

(updated as of 01/24/2012)

New Program Review

The New Program Review site enables University System institutions to electronically submit new program proposals for review at the system office. The review of new program proposals consists of a two-stage process: 1) the Program Prospectus and 2) a Formal Proposal.

Program Prospectus

A program prospectus is the initial submission of a potential degree and/or major that the institution deems a priority. The prospectus must meet a clear need for the University System, state, and service region of the institution and should be tied to the state's economic development and other major statewide initiatives (e.g., Complete College Georgia). The prospectus requires institutions to provide evidence of how a proposed degree and/or major meets various needs and does not warrant unnecessary program duplication. The prospectus is designed to allow institutions to submit program ideas for feedback without incurring expenditures of resources toward the development of a new program proposal. The prospectus will undergo a preliminary review through the system office. After review of the prospectus has concluded, an institution will be sent notification indicating whether a formal proposal is invited.

Formal Proposal

The formal proposal involves a full, detailed narrative of the proposed program. The formal proposal will require institutions to answer questions involving the following categories as delineated below:

- Program description and objectives
- Program's fit with institutional mission
- Program justification
- Curriculum
- Admissions criteria
- Assistantship availability (if applicable)
- Student learning outcomes
- Program administration
- Degree Credit-Hour Waiver (if applicable)
- Projected enrollments
- Faculty inventory and workload
- Fiscal and Facilities Impact with Estimated Budget
- New and Online Program Delivery Questions (if applicable)

Submitting Information Online

Program Prospectus: To submit a program prospectus, go to the left hand side of this page and from the menu locate the item entitled "New Program Prospectus." In order to access the online prospectus submission box, use the "**Respond to this Survey**" feature. A drop-down menu of institutions by name is provided for institutional use. A text box is also available for institutions to provide a prospectus for preliminary review. It is recommended that institutions develop the prospectus and save it as a MS word document before submission. Information can then be transferred as needed to the text box provided.

Formal Proposal: A formal proposal can be submitted only after an institution has received a satisfactory preliminary review of a prospectus. Access to submit a formal proposal and append documents is available on the left hand side of this page entitled "New Program Formal Proposals." Forms are available in MS word to develop a formal proposal and can be found under the category labeled as "Forms/Supporting Documents for Institutions." Use the "**Add Document**" feature to begin the process of submitting a formal proposal. Aside from institutional and program identifiers, a formal proposal will be appended to the online site as a .pdf or MS Word document. Additional support documents may be attached as well such as technical reports, reports of accreditation bodies, and other related information.

Technical note: To complete submission of a formal proposal, click save, then name the program, and then click close. The naming convention for programs submitted should be Institution - Program Name (example: X College - Bachelor of Science with a major in Z).