

Criteria and Procedures for Online Submission of the One-Step, New Academic Program Proposal

New Program Review

(Updated December 2, 2016)

The Academic Affairs - Board, Administrative, and Notification Items site enables University System institutions to electronically submit new program proposals for review at the system office. Effective November 1, 2016, the review of new program proposals consists of submitting one detailed proposal that was implemented as the one-step new academic proposal form. The one-step new academic program proposal was distributed to all vice presidents for academic affairs/provosts and their designees on October 3, 2016. The one-step new academic program proposal form is available within sharepoint underneath the folder entitled, "Forms/Supporting Documents for Institutions," and is available to all academic units within University System of Georgia institutions through the public website under academic programs, new program review at the following reference url: http://www.usg.edu/academic_programs/new_programs.

One-Step New Academic Program Proposal

The one-step new academic program proposal combines elements of the previous two-stage process into "one-step" for a more accelerated review of final, new program proposals submitted by university system institutions. The one-step proposal requires institutions to provide prioritized academic programs that demonstrate a clear need (and separately demand) for the areas served by the college or university. Programs may be directly tied to state economic development efforts, other initiatives, and may follow disciplinary changes and norms. The one-step new academic program proposal requires that institutions provide evidence that the proposed degree and/or major meets various needs and does not warrant unnecessary program duplication. The one-step proposal requires institutions to answer questions involving the following categories as delineated below:

- Program description and objectives
- Program's fit with institutional mission
- Program justification
- Link to academic program forecast
- Link to post-approval enrollment outcomes
- Link to low-producing programs identified
- Curriculum

- Admissions criteria
- Assistantship availability (if applicable)
- Student learning outcomes
- Program administration and responsibility
- Assessment/Follow-up Review of the Academic Program
- Degree Credit-Hour Waiver (if applicable)
- Projected enrollments
- Faculty inventory and workload
- Fiscal and Facilities Impact with Estimated Budget
- Resource Sufficiency
- Collaborations, Consortium Arrangements with another Institution (if applicable)
- New and Online Program Delivery Questions (if applicable)

Optional Concept Paper (one-page and optional, not required): In addition, an optional Concept Paper can be submitted by institutions that seek system input with regard to potential degrees. The Office of Academic Affairs will review the concept paper and have follow-up conversations with the institution. The optional, one-page limit concept paper ***is not required for submission of a one-step*** new academic program proposal. This is only an option for institutions that seek to "float" an idea or concept for feedback during discussions that are in their infancy at the college/university with regard to a new program.

Submitting Information Online

One-Step Proposal: To submit a one-step proposal, go to the left hand side of this page within the "Board Approval Items" folder and from the menu locate the item entitled "One-Step Program Proposals and Legacy Formal proposals." In order to access the online submission box, use the "**Add Document**" feature. A drop-down menu of institutions by name is provided for institutional use. It is recommended that institutions develop the one-step proposal in its entirety and save it as both a Microsoft word document and as an Adobe .pdf before submission. The one-step new academic program proposal form is required for submission of new degrees and majors.

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