**UNDERGRADUATE PROGRAM – FULL PROPOSAL GUIDELINES**

A new undergraduate program proposal will require proposers to respond to the following questions. Please prepare your answers in a separate Word document and submit with along with your other materials to the Academic Policy and Curriculum Committee (APCC).

NOTE: Prior to submission, the proposal must be reviewed and approved by program faculty and be endorsed by the Dean.

**1. Cover Sheet** – Please include an updated copy of the Planning Notice of Intent Coversheet.

**2. Overview** – Provide a summary description of the proposed, including rationale for the program and how it reflects or responds to current trends in the field.

**3. Relationship to Institutional Role, Mission, and Academic Unit Priorities** – Describe how the proposed program reflects the academic unit’s priorities and supports the role and mission of the University of Washington.

**4. Documentation of Need for Program –** Briefly describe the state/regional/national demand for the program, including available data demonstrating student and employer demand. Describe unique aspects of the proposed program that differentiate it from similar programs offered at the UW, in the state, the region, or nationally.

**5. Curriculum –** Provide a list of the required courses including the course number, course title, credits, and a brief description of those courses. Include those for degree completion, including prerequisite coursework and any other special requirements.

**6. Describe expected student learning goals and outcomes of the program** (i.e., what are the students expected to learn?; what are the students expected to be able to do as a result of the education provided?) How they will be measured and results used. It may be appropriate to provide a matrix that links learning objectives or outcomes to individual courses or other specific program components.

**7. Indicate when the program will be offered** (day/evening/weekend), where the program will be offered (campus location(s) and/or distance learning), and the delivery mechanism (in-person classroom, online, hybrid, other distance), including the type of technology to be used.

**8. Admission** – Identify the requirements for admission to the program and describe the unit’s admission process.

**9. Infrastructure Requirements** – Describe required infrastructure improvements, including the need for additional library or technology resources, special space requirements (laboratory space or special classrooms), and equipment needs. Costs and sources of funding associated with these improvements should be outlined in the budget section of the proposal.

**10. Faculty** – Describe in detail how appropriate faculty expertise and teaching capacity exist for the new program. Provide a profile of the anticipated faculty in Appendix I (e.g., rank, full-time, part-time, etc.), including the amount of effort in the program by full-time-equivalent (FTE).

Clearly describe how faculty maintain program oversight and involvement in the program. Describe how the program will assure continuity in program delivery and quality over time, especially if non-tenured faculty have significant involvement in the program.

Indicate the mechanism of faculty oversight of the program, including any special committees or directors associated with the program. Describe the process for curriculum management and other aspects of faculty oversight.

**11. Administration** – Describe the staffing plan for administrative and support services for the program.

**12. Students –** Describe the student population to be served. Include information on scholarships or other financial support available to students. In Appendix II, provide projected student enrollments for five years or until full enrollment is reached (whichever is longer).

**13. Equity –** Proposals should address how the program will prioritize equity and inclusion and support minoritized students, faculty and staff. If the academic unit has a written plan for equity, inclusion, and diversity, reference it here and indicate how the proposed program supports that plan.

**13. Program Assessment** – Describe the academic unit’s plan for assessing how well program objectives will be met. Describe how the assessment information will be gathered and used.

**14. Accreditation** – Indicate whether the academic unit will seek specialized program accreditation. If so, discuss plans for accreditation and identify the appropriate accrediting body.

**15. Budget –** Include an updated program budget that includes program cost. Describe the impact of the new program on overall resources within the academic unit and on existing programs of other Schools at UWT. Identify the amounts and all sources of funding for the first year of the program and the year it is expected to reach full enrollment. Provide a summary of costs and revenue in Appendix III.

**16. Financial Aid**– Program proposers are responsible for working with the Office of Student Financial Aid (OSFA) to submit a financial aid program eligibility worksheet after program approval. If any of the following apply, program proposers should contact OSFA early in the process for guidance:

* The program will have a significant distance learning component.
* The program or courses will not follow the standard UW calendar (including standard start and end dates for each quarter).
* Over 50% of the program’s instruction will be provided at an off-campus site.

Last updated 4/12/2024

**APPENDIX I**

**PERSONNEL PROFILE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Faculty** | | | | | |
| **Name** | **Degree (e.g. M.A.; Ph.D.; J.D.)** | **Rank**  **(if applicable)** | | **Status (e.g.**  **full-time, part-time)** | **% Effort in**  **Program** |
|  |  |  | |  |  |
|  |  |  | |  |  |
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|  |  |  | |  |  |
|  |  |  | |  |  |
| **Total Faculty FTE** | | | | |  |
| **Administration and Staff** | | | | | |
| **Name** | **Title** | | **Responsibilities** | | **% Effort in**  **Program** |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| **Total Staff FTE** | | | | |  |

**APPENDIX II**

**ENROLLMENT AND GRADUATION TARGETS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **1** | **2** | **3** | **4** | **5** |
| **Headcount** |  |  |  |  |  |
| **FTE** |  |  |  |  |  |
| **Program Graduates** |  |  |  |  |  |

**APPENDIX III**

**SUMMARY OF PROGRAM COSTS AND REVENUE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program Expenses** | | | | | |
|  |  |  |  |  | **Year *n*** |
|  |  |  |  | **(full** |
| **Year** | **Year** | **Year** | **Year** | **enrollment)** |
| **1** | **2** | **3** | **4** |  |
| Administrative Salaries (# FTE) Benefits @ #  % |  |  |  |  |  |
| Faculty Salaries (# FTE) Benefits @ # % |  |  |  |  |  |
| TA/RA Salaries (# FTE) Benefits @ # % |  |  |  |  |  |
| Staff Salaries (# FTE) Benefits @ # % |  |  |  |  |  |
| Other Salaries (# FTE) Benefits @ # % |  |  |  |  |  |
| Financial Aid specific to the program |  |  |  |  |  |
| Contract Services |  |  |  |  |  |
| Goods and Services |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Other (itemize) |  |  |  |  |  |
| **Total Costs** |  |  |  |  |  |
| **Program Revenue** | | | | | |
|  |  |  |  |  | **Year *n*** |
|  |  |  |  | **(full** |
| **Year** | **Year** | **Year** | **Year** | **enrollment)** |
| **1** | **2** | **3** | **4** |  |
| State Support (General Fund) |  |  |  |  |  |
| Tuition and Fees (total) |  |  |  |  |  |
| Corporate Grants / Donations |  |  |  |  |  |
| Other Fund Source (specify) |  |  |  |  |  |
| **Total Revenue** |  |  |  |  |  |
|  | | | | | |