**New Graduate Degree Program Preview Template**

**(including new concentrations)**

**Instructions:** *Prior to completing this form, please contact the following to discuss your proposal:*

* *Paula Maxwell, Associate Vice Provost for Curriculum, at* [*maxwelpj@jmu.edu*](mailto:maxwelpj@jmu.edu)
* *Your Dean and AUH, the Graduate School, and, if applicable, SPCE.*

**Proposed Program Name:**

**Proposed Level and Degree:**

**Proposed Degree CIP Code:**

**Name of Proposer(s):**

**Academic Unit(s):**

**Anticipated number of graduates each year:**

**Anticipated number of credit hours for the degree program:**

**Anticipated start date:**

(Must be no less than 12-18 months from initial Provost Curriculum Conference (PCC) preview to allow time to clear all approvals.)

**This program will adhere to JMU’s established dates for beginning and ending semesters or summer sessions.** Check to show your agreement.

# Overview of the Program

**Background/development of the program.** Describe the genesis and concept of your proposal (i.e. what decisions and processes led to the development of this program concept). 500 words maximum.

**Mission and Vision Statements.** What is the mission for the proposed degree program? What is the vision for the proposed degree program?

**Goals.** What are the primary goals of the proposed program? What goals will this program help the department achieve?

**JMU Six-Year Plan.** Explain how this program fits into JMU’s six-year plan. Provide specifics.

**Is this program included in JMU’s current Six-Year Plan that is on file with SCHEV?**

**Yes**

**No**

**I’m not sure**

# Justification

**Unit, college and university justification.** How does this proposal address your unit’s, the college’s and the university’s academic priorities and programmatic needs for the future?

**Commonwealth justification**. How will this program address vocational or professional employment needs in the Commonwealth? Provide current Bureau of Labor statistics (BLS) and Virginia Employment Commission statistics to support your case. (Employment growth should be at least “as fast as average” growth compared to other professions in order for the proposal to move forward.)

**Return on Investment.** Please complete the following table for Return on Investment (ROI) information for Virginia 4-year public institutions for programs similar to the proposed program (and at the same degree level). ROI information can be accessed at: <https://freopp.org/roi-landing/>

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| --- | --- | --- | --- | --- | --- |
| **Institution** | **Program Type (ex: BS, MA, Certificate)** | **Earnings 1 year after completion** | **Earnings 10 years after completion** | **Return on investment (assuming on-time graduation)** | **Return on investment (including risk of dropping out)** |
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**Duplication.** What other similar programs are offered inside and outside of Virginia? At minimum, complete the table listing all SCHEV four-year public institutions offering a program similar to the program being proposed. Provide the institution’s name; type of program (e.g., BS, MA); name of the program; credit hours; and noteworthy similarities or differences between that program and JMU’s proposed program.

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| --- | --- | --- | --- | --- |
| **Institution** | **Type of Program** | **Name of the Program** | **Credit Hours** | **Notes** |
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# Accreditation

Does this program require review and approval from an outside accrediting agency? If so, briefly describe that process and timelines required.

# Relation to Current Offerings

**Current program.** If there is currently another undergraduate or graduate program in this area or in a closely-related area at JMU, discuss the differences between the existing program and this proposed program. Will they serve different populations? Will the new program replace or co-exist with the current program(s)? Will the programs compete for students? If another similar or related program already exists, explain why JMU needs this proposed program.

**Service Courses.** How will any service courses offered by the unit be affected by the proposed graduate degree? (For example, will the number of course seats or sections the department offers to other units be affected in any way in order to accommodate students or new courses for this program?) What are the plans to address any possible impact?

# Enrollment and Admission

**Target recruitment audience.** Who will be the target audience for this proposed program? How will recruitment be done. What is the student interest in this program? *You must include the results of a survey gauging student interest. (Please provide a description of the proposed program in the survey, then one of the questions on the survey must include “If this program is available, will you enroll?”)*

**Enrollments.** How will the program impact enrollments in your unit? Will these enrollments have an effect on units in your college or other colleges (increasing or decreasing)? If yes, list other units that might be involved and explain how they will be affected.

**Application process.** Discuss any potential application process to the program. Rolling admissions? GPA or prior course work requirements?

# Curriculum

**Mode of delivery** (select the most appropriate)**:**

Completely In-person  Completely Online  Hybrid

**Courses**. What new courses will be created as part of this program proposal? (Please do not submit C&I proposals for new courses until the Provost Curriculum Conference, PCC, gives permission to proceed with the overall program proposal.)

**Curriculum.** Outline the proposed curriculum for the program as it might appear in the catalog. (*Please include the program description then the curriculum outline as it would appear in the catalog. For each course, include the prefix, course number, course name and credit hours; include total credit hours as well. If courses must be taken in a specific order, also include the semester/year breakdown of the curriculum*). This response may be attached as an appendix. Note: All new graduate programs must have at least 50% of the course work be core (master’s) or 25% of the program for doctoral degrees. (Core courses are courses that ALL students in the degree program take; to be considered core courses, there cannot be a choice between 2 or more courses.)

# Program Learning Outcomes

**Program’s Student Learning Outcomes.** List the student learning outcomes associated with this proposed program. Outcomes should be well-defined, measurable, and at a level appropriate for a graduate program. Faculty are strongly encouraged to discuss their student learning outcomes with CARS during the program development process.

# Faculty

**Faculty**. List the names and academic unit affiliation of all faculty who will deliver courses in the proposed program.

If current faculty members are serving this program, explain in detail how faculty loads will be adjusted to accommodate the new needs. Include information on how the member’s(s’) previous load(s) will be covered.

# Center for Global Engagement

**Involvement.** In what ways will the proposed program interface with CGE? Discuss any anticipated involvement or support from CGE, including the status of discussions with that office.

# Funding

**New Funding**. Will this proposal lead to hiring requests or other new money requests? For example, if you plan on hiring an adjunct to cover a new teaching assignment, and you have not previously hired an adjunct or the adjunct needs will increase as a result of this program, that would count as new money. Similarly, realistically anticipate any of the following possible new funding: supervision, new instructional lines, administrative assistance support, cost of offering new courses, costs for program oversight/logistics, library and technology needs, lab space. *Use the budget estimate spread sheet provided to estimate your needs as you envision the program now.* *Please have your Dean discuss your projected budget with the Associate VP for Academic Resources or their* *designee* *and get their “ok to proceed” prior to submitting your proposal.*

**Existing Funding.** If the program involves re-arranging existing resources, explain how that will occur and what impact it will have on your unit or other participating units. This includes accounting for instructional time and advisement. What other programs or initiatives might the department be considering discontinuing to allow for resources for the proposed program?

# Approvals

**Signatures** below indicate that the academic unit head(s) and the dean(s) have reviewed the proposal, including the budget, and are indicating their support for the initiative. Please add lines as necessary for cross-college proposals. (All departments and colleges with courses included in the proposal must sign off on the proposal, indicating their knowledge and willingness to participate in the proposed program.) In addition, the proposer and dean are verifying that the dean has discussed the budget with the Associate VP for Academic Resources or their designee and has received the Associate VP for Academic Resources/designee’s approval to proceed with the submission of the proposal.

Proposer/Originator sign-off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Typed name

I have discussed the attached budget with my AUH and dean. The dean has discussed the budget with the Associate VP for Academic Resources or their designee. The dean has received the “go ahead” to submit the budget for PCC review with this proposal.

I have discussed the attached proposal with the Graduate School (i.e. Dean and/or Associate Dean).

If applicable, I have discussed the attached proposal and budget with the School of Professional and Continuing Education (i.e. Dean and/or Associate Dean). For programs run through SPCE, attach the SPCE budget form.

Academic Unit Head sign-off & date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean sign-off & date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Academic Unit Head (for other units involved) sign-off & date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Dean (for other units involved) sign-off & date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Graduate School:

TGS Dean or Associate Dean signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

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School of Professional and Continuing Education (if applicable):

SPCE Dean or Assistant Dean signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Typed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Completed Preview Forms*** *are sent to Paula Maxwell (*[*maxwelpj@jmu.edu*](mailto:maxwelpj@jmu.edu)*), Associate Vice Provost for Curriculum. Proposals will be reviewed and necessary edits requested according to information needed for the Provost Curriculum Conference (PCC) review. Please include all supporting documents when submitting the proposal, including the completed budget sheet that has been reviewed and “ok’d to proceed” by the Associate VP for Academic Resources or their designee. Once the document is deemed ready for PCC review, the VPFAC office will request the proposal be scheduled for a PCC agenda (typically 1-3 weeks later, depending on the PCC schedule). The Dean of the proposing College and the AUH/School Director of the proposing unit will represent the proposal at the PCC meeting. The meeting will be scheduled with the Dean and AUH/Directors schedules in mind.*