Note: Instructions are presented in red font. When a response is entered, delete the instructions.

**Letter of Notification (LON)**

The most current version of the LON (Sections I-VI) must appear as the first section of the NAPP and should be adjusted to align with subsequent sections of the NAPP. Please note: the THEC Financial Projections Form and associated budget narrative should be updated to reflect any program adjustments to the program after the approval of the LON.



NEW ACADEMIC PROGRAM PROPOSAL (NAPP)

Enter Degree and Title

*When finished, complete the table of contents.*

|  |  |
| --- | --- |
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PART I

LETTER OF NOTIFICATION

1. *Insert THEC approved Letter of Notification (LON).*
2. *Insert response to THEC issues and concerns.*

*These items will be added at the conclusion of the NAPP review when both parts go to THEC.*



PART II

NEW ACADEMIC PROGRAM PROPOSAL

*Enter degree designation and name of proposed program*

**Section III: Implementation Timeline**

**Implementation Timeline**

*Provide an implementation timeline for the proposed program that includes:*

|  |  |
| --- | --- |
| Accreditation Considerations | *Accreditation considerations and timeline for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).* |
| Accreditation Considerations | *Accreditation considerations and timeline for professional disciplinary accreditation organizations.* |
| External Site Visit Dates | *Proposed dates for the external review site visit.* |
| External Report Submission | *Estimated date of submission of the external review report to THEC and the institution (within 30 days after the site visit).* |
| Institution response | *Estimated date of institution response to external review (within 30 days upon receipt of external reviewer report)* |
| THEC Commission Consideration | *Proposed date of the THEC meeting for the academic program to be considered for Commission approval.* |

**Section IV: Reviewer Recommendation**

*Campus will provide a list of reviewers for THEC staff to vet in accordance with SACSCOC and THEC guidelines.*

**Section V: Student Interest and Community Partnerships**

**Student Interest**

*Provide compelling evidence of student interest in the proposed program. Types of evidence vary and may include enrollment in related concentrations or minors; representative student and alumni surveys; and national, statewide, and professional employment forecasts and surveys.*

**Projected Enrollment and Graduates**

*Provide a brief narrative concerning projected enrollment, attrition, and graduates. Additionally, using Table 1 – Projected Enrollments and Graduates, provide initial projections for the first five-seven years of enrollment and graduates. Enrollment projections should be realistic and based on demonstrable student demand.*

*Table 1 – Projected Enrollments and Graduates*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Projected Enrollments and Graduates | | | | |
| Year | Academic Year | Projected Total Fall Enrollment | Projected Attrition | Projected Graduates |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6\* |  |  |  |  |
| 7\* |  |  |  |  |

\*Year 6 and 7 projections are only required for doctoral programs.

**Community and Industry Partnerships**

Provide an overview of existing and anticipated community and industry partnerships and how they will support the proposed program.

**Section VI: Curriculum**

*Provide an adequately structured curriculum that meets the stated objectives of the academic program, and reflects breadth, depth, theory, and practice appropriate to the discipline and the level of the degree. The curriculum should be compatible with disciplinary accreditation and meet the criteria for the general education core, as well as articulation and transfer, where applicable.*

**Program-specific goals/objectives**

*Provide the program-specific goals/objectives for the proposed program. Goals/objectives should represent planned outcomes for the proposed program and include a plan for assessment of these goals/objectives*

* *Identify who will be responsible for conducting program assessments and evaluations*
* *Provide the schedule for program assessments or evaluation including program evaluation associated with Quality Assurance Funding, institutional program review, student evaluations, faculty review, accreditation, and employer evaluation. Include copies of relevant documents, rubrics, or other materials as appendices*

**Student learning outcomes**

*Outline the student learning outcomes for the proposed program. Outcomes should clearly state the specific and measurable outcomes students will display to verify learning has occurred and include information regarding how each student learning outcome will be assessed. Use Bloom’s Taxonomy to help choose measurable outcomes.*

**Academic Program Requirements**

*Include the required number of semester credit hours (SCH), courses, (course prefix and number, title, SCH) and any special requirements including thesis, internships, practicum, etc.*

1. Summary *(choose appropriate table; delete other)*

For Undergraduate

|  |  |
| --- | --- |
| Component | Required Credits |
| General Education | 40-43 |
| Major |  |
| Concentrations |  |
| Guided Electives |  |
| General Electives |  |
| Capstone |  |
| Total | 120 |

For Graduate

|  |  |
| --- | --- |
| Component | Required Credits |
| Major |  |
| Concentrations |  |
| Guided Electives |  |
| General Electives |  |
| Culminating Experience |  |
| Total |  |

1. General Education (40-43 credits) *Identify if there are any specific general education courses within the categories/add rows when necessary. Only add if an undergraduate program is proposed; delete is it is a graduate program.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Credits | Specified Course within Category | Credits |
|  |  | *Rubric-number-title* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Major Core (for UG)or major (for Grad) *(XX credits)  
   add rows when necessary*

| Course | Title | Credits |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Concentration(s) *(XX credits) or (X-X credits)  
   add rows when necessary; do one set per proposed concentration*

| Course | Title | Credits |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Guided Electives *(XX credits) or (X-X credits)  
   add chart as above if specific courses or make statement such as “Chosen in consultation with advisor.”*

*add or delete rows when necessary*

| Course | Title | Credits |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Existing and New Courses**

*List existing and new courses for the proposed academic program including a catalog description and credit hours for each course. Include syllabi for all courses as an Appendix to the NAPP.*

*Add rows when necessary for existing courses that are part of the major/concentration/guided electives.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Number & Course Title** | **Catalog Description** | **Credits** | **New/Existing** |
| *ABCD 1234 Intro to the Course* | *Introduces course concepts.* | *3* | *Existing* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Program of Study**

* *Provide a program of study for full-time students enrolled in the program. The program of study should include all courses listed by semester necessary for students to complete the proposed program.*
* *If applicable, provide a program of study for targeted transfer students, including potential TTPs that would be accepted.*

**Section VII: Projected Costs to Deliver the Proposed Program**

*Provide a narrative related to all projected costs necessary to deliver the proposed program for both one-time and recurring expenditures for each category below. These costs should be reflected on the* [*THEC Financial Projections Form*](https://www.etsu.edu/curriculum-innovation/documents/thec_financial_projection_form_2022.xlsx)*.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Projected Expenditures**  *Enter N/A if the cost does not apply* | | | |
| **Category** | **Description** | **One-Time Expenditure** | **Recurring Expenditure** |
| Faculty & Instructional Staff | *Describe any new costs associated with current and anticipated faculty and instructional staff including salary and benefits.* | **$** *Enter the cost or N/A if this is not one-time.* | **$** Enter the cost or N/A if this is not recurring. |
| Non-Instructional Staff | *Describe any new costs associated with non-instructional staff including salary and benefits*. | **$** | **$** |
| Graduate Assistants | *Describe any new costs associated with current and anticipated graduate assistants including tuition, salary, and benefits.* | **$** | **$** |
| Accreditation | *Describe any costs associated with regional and/or programmatic accreditation.* | **$** | **$** |
| Consultants | *Provide a summary of anticipated consultant needs and associated costs.* | **$** | **$** |
| Equipment | *Describe any new equipment needed and summarize the associated costs.* | **$** | **$** |
| Information Technology | *Describe additional information technology acquisitions needed, including associated costs.* | **$** | **$** |
| Library Resources | *Describe additional library acquisitions needed and their cost.* | **$** | **$** |
| Marketing | *Outline any anticipated costs associated with the marketing for the proposed program.* | **$** | **$** |
| Facilities | *For new or renovated facilities, clearly outline them and include the amount and type of space, costs identified, and source(s) of funds to cover costs.* | **$** | **$** |
| Travel | *Provide a summary of anticipated travel expenses.* | **$** | **$** |
| Other | *Describe additional resources that may be needed to support the program.* | **$** | **$** |
| **Total One-Time Expenditures** | **$** | | |
| **Total Recuring Expenditures** | **$** | | |
| **Grand Total (recurring and one-time)** | **$** | | |

**Projected Revenues**

*Provide a narrative of anticipated revenues associated with the proposed program. These revenues should be reflected on the* [THEC Financial Projections Form](https://www.etsu.edu/curriculum-innovation/documents/thec_financial_projection_form_2022.xlsx) *which should be included in Appendix B.*

|  |  |  |
| --- | --- | --- |
| **Projected Revenues** | | |
| **Item** | **Description** | **Total** |
| Tuition | Provide an overview of anticipated tuition revenue which aligns with enrollment and graduation projections. | $ |
| Grants | If applicable, identify any grants that will be used to support the proposed program. | $ |
| Other | Describe any other revenue sources that will be associated with the proposed program. | $ |
| Grand Total | $ | |

**Section VIII: Institutional Resources**

**Faculty Resources**

* *Current and anticipated faculty resources should ensure a program of high quality. The number and qualification of faculty should meet existing institutional standards and should be consistent with external standards.*

**Current Faculty**

* *Provide a list of current faculty, including primary department, highest degree earned, and describe how they will support the proposed program (time devoted to the program, administrative responsibilities, etc.). Add new rows if needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Department** | **Degree** | **Description of Support** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Anticipated new faculty and instructional staff**

* *Provide a list of anticipated new faculty and instructional staff positions required along with a narrative of how these positions will support the new program. Add new rows as needed.*

|  |  |
| --- | --- |
| **New Position** | **Description of Support** |
|  |  |
|  |  |
|  |  |

**Non-Instructional staff**

* *Provide a list of anticipated non-instructional staff positions required along with a narrative of how these positions will support the new program. Add new rows as needed.*

|  |  |
| --- | --- |
| **Non-Instructional Staff Position** | **Description of Support** |
|  |  |
|  |  |
|  |  |

**Student support services**

*Provide an overview of student support services that will be available to all students in the proposed program (e.g., academic advising, tutoring, internship placement, career counseling, or others).*

**Equipment**

* *Assess the adequacy of the existing equipment available for the proposed academic program. Include physical equipment, computer facilities, special classrooms, etc.*

**Information technology**

* *Describe current information technology resources available to support the program.*

**Library resources**

* *Provide an overview of the current library resources available to support the proposed program. This might include a summary or listing of the appropriate monographs, serials, databases, and online resources that are held by the campus or college libraries to support the proposed program.*

**Facilities**

* *Describe facilities that will support of the proposed program. For existing space and facilities, briefly describe the type(s) of space and facilities (e.g., a listing of the number and types of classrooms or labs, student offices or spaces, etc.).*

**Other resources**

* *Describe other support resources available to support the program.*

**Section IX: NAPP Appendices**

*The NAPP must be accompanied by several required Appendices, which are outlined below. Additional appendices can be included as the proposal requires.*

**Appendix A- Letters of Support**

* *Appendix A is a carryover from the LON submission and should be updated if any new letters of support have been received.*

**Appendix B – Updated THEC Financial Projections Form**

* *Appendix B is a carryover from the LON submission and should be updated to reflect any adjustments in projected new costs or revenues.*

**Appendix C – Faculty CVs**

* *A CV must be included for each faculty member who will participate in the delivery of the proposed program. Each CV must not extend more than three pages.*

**Appendix D – Course Syllabi**

* *Syllabi for all existing courses must be included.*