**New Program Request Form for Bachelor’s and Master’s Degrees**

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| Directions: An institution shall use this form to propose a new bachelor’s or master’s degree program that is in the field of engineering or has costs exceeding $2 million for the first five years of operation. In completing the form, the institution should refer to the document *Standards for Bachelor’s and Master’s Programs,* which prescribesspecific requirements for new degree programs*.* Note: This form requires signatures of (1) the Chief Executive Officer, certifying adequacy of funding for the new program and the notification of other institutions; (2) a member of the Board of Regents (or designee), certifying Board approval. NOTE: Preliminary notification is required for all engineering programs. Prior to submission of an engineering program proposal, the institution should notify the Academic Workforce and Quality Division of its intent to request such a program.For more information: Contact the Academic Quality and Workforce Division at 512/427-6200. |

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| **Administrative Information** |
| 1. Institution:  |
| 2. Program Name – Show how the program would appear on the Coordinating Board’s program inventory (*e.g., Bachelor of Business Administration degree with a major in Accounting*): |
| 3. Proposed CIP Code:  |
| 4. Number of Required Semester Credit Hours (SCHs) (*If the number of SCHs exceeds*  *120 for a Bachelor’s program, the institution must request a waiver documenting the* *compelling academic reason for requiring more SCHs*): |
| 5. Brief Program Description – Describe the program and the educational objectives: |
| 6. Administrative Unit – Identify where the program would fit within the organizational structure of the university (*e.g., The Department of Electrical Engineering within the College of Engineering*): |
| 1. ProposedImplementation Date – Report the date that students would enter the program (MM/DD/YY):
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| 8. Contact Person – Provide contact information for the person who can answer specific questions about the program: Name: Title:  E-mail: Phone:  |

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| **Signature Page**1. Adequacy of Funding and Notification of Other Institutions – The chief executive officer shall sign the following statements:

*I certify that the institution has adequate funds to cover the costs of the new program. Furthermore, the new program will not reduce the effectiveness or quality of existing programs at the institution*.*I certify that my institution has notified all public institutions within 50 miles of the teaching site of our intention to offer the program at least 30 days prior to submitting this request. I also certify that if any objections were received, those objections were resolved prior to the submission of this request.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief Executive Officer Date1. Board of Regents or Designee Approval – A member of the Board of Regents or designee shall sign the following statement:

*On behalf of the Board of Regents, I approve the program.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Regents (Designee) Date of Approval |