

Office of Academic Affairs  
New Academic Degree Program Concept Form

**\*Please submit the completed form to the Associate Provost/Associate Vice President of Academic Affairs**

1. School/College:
  
2. Academic Department:
  
3. CIP Code:
  
4. Name:
  
5. Major:
  
6. Delivery Mode (Mark all that apply):
  - ON CAMPUS
  - HYBRID
  - ONLINE
  
7. Anticipated Semester and Year of Initial Student Enrollment:
  
8. SACSCOC Requirements (Mark all that apply):
  - Substantive change requiring notification only
  - Substantive change requiring approval prior to implementation
  - Level Change

None

9. Required Program Hours:

10. Credit Hour Requirement Waiver Requested?

No

Yes (If yes, explain rationale below)

11. Program Alignment with USG System Wide Strategic Plan:

12. Program Alignment with Institutional Mission and Sector Function (Board Policy 2.8):

13. Fit with Departmental Strengths/Gaps and Impetus for Program:

14. Program Service Area (local, regional, state, national, international):

15. If Online, Service Area is Entire State of Georgia?

Yes

No

16. Workforce Demand – Employment Outlook for Related Occupations:

SOC Code & Occupation	Additional education required for entry level?	Current Employment	Annual Openings	% Growth over Five Years	Median Salary (O-Net data)

17. SOC Code & Occupation(s) Prepared for with Proposed Degree Level:

SOC Code & Occupation	Current Employment	Annual Openings	% Growth over Five Years	Median Salary (O-Net data)

18. Target Market/Audience for Recruitment:

19. Partners for Career Pipeline (internal/external):

20. Similar Programs at Your Institution?

No

Yes (Provide details below)

21. Similar Programs at Other USG Institutions in Proximity/Sector?

No

Yes (Provide rationale below)

22. Supply of Graduates in Similar Programs (IPEDS Data):

23. Pre/Co-requisites for Undergraduate Programs:

24. Sample Program Map (student progression by semester). Include the entire course of study required (prefixes, numbers, titles, credit/contact hours). Place an asterisk by all new courses.

25. Curriculum Map (aligning learning outcomes to courses):

26. High Impact Practices (HIPs) Embedded (Minimum of 3; Mark all that apply):

- Capstone
- Collaborative Assignments
- Common Intellectual Experiences
- Study Abroad/Global Learning
- ePortfolios
- First-Year Seminars
- Internships
- Learning Communities

- Service Learning
- Undergraduate Research
- Writing-Intensive Courses

27. Discuss marketing & recruitment plan (beyond general marketing/recruitment strategies by the institution).

28. Explanation of workload associated with new sections of existing courses needed from program enrollment.

29. Complete and submit the budget spreadsheet and provide narratives to support the projections below.

- a. Specify all new faculty and the redirection of existing faculty to the new program over the first four years.
- b. Explain how the effort of existing faculty being reassigned to this new program will be replaced in other programs over the first four years.
- c. Explain your plan and rationale for new faculty for the program over the first four years.

30. Can the program be accommodated using existing space based on the enrollment projections provided above?