



**DO NOT TYPE IN THIS BOX**

Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

# FLORIDA INTERNATIONAL UNIVERSITY GRADUATE PROGRAM PROPOSAL

## New Graduate Degree Program

**INSTRUCTIONS:** Please Type. Fill out this form **completely**.

School/College \_\_\_\_\_

Div./Dept. \_\_\_\_\_

Title: \_\_\_\_\_

M.A.     M.S.     Ph.D.     Other \_\_\_\_\_

Proposed Implementation Date: \_\_\_\_\_

**PROPOSAL REQUESTED BY:**

Faculty Contact \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_

(Type Name) (Signature)

\_\_\_\_\_

(Email address) (Phone Number)

Chair (Dept./Div.) \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_

(Type Name) (Signature)

Chair (Curr. Comm.) \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_

(Type Name) (Signature)

College/School Dean \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_

(Type Name) (Signature)

**JOINT HEARING REQUIRED. PLEASE SUBMIT ORIGINAL FORM.**

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Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

## **NEW GRADUATE DEGREE**

PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

**Please fill out the coversheet in its entirety.**

A new program must first be added by the Office of the Provost to the 5-year Accountability Plan for the university and must follow the process flow chart. The first step in this process is a Feasibility Study. After the program Feasibility Study is approved, the program proposal must adhere to the strict Proposal Format for a New Graduate Degree Program and must include the appropriate tables. You may access these documents by visiting the Office of the Provost website [here](#).

**The proposal must include the following elements.** All of these element topics, along with their details, are described in the proposal format document also available at the above link.

- I. Program description and relationship to system-level goals
- II. Need and demand
- III. Budget
- IV. Projected benefit of the program to the university, local community, and state
- V. Access and articulation
- VI. Related institutional mission and strength
- VII. Program quality indicators
- VIII. Curriculum
- IX. Faculty participation
- X. Non-faculty resources
- XI. Substantive change determination

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**Complete the checklist that begins on the following page.**

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	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Has a Feasibility Study been approved by the Office of the Provost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have elements I-X on the previous page all been addressed, along with tables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do all courses exist in the current catalog?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If courses are not in the current catalog, are they proposed in the same Curriculum Committee bulletin as this proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If courses are not in the current catalog or proposed in this same bulletin, were they approved in a previous curriculum bulletin? <ul style="list-style-type: none"> <li>• If yes, attach a separate sheet indicating each course number, name, bulletin number, and bulletin date.</li> <li>• If the answers to 1, 2, 3, 4, or 5 are no, do not submit the proposal. Address the course issues first.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do courses listed have the correct course prefixes, official titles, course numbers, and number of credits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do course descriptions match the existing catalog or proposed course descriptions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all courses to be added taught in the same proposing department? <ul style="list-style-type: none"> <li>• If the answer to 8 is no, do you have written approval/acknowledgment of the other department(s)? The written approval(s) or acknowledgment(s) must be attached to the proposal. (You must have written approval before submitting this document.)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you contacted <a href="mailto:assessment@fiu.edu">assessment@fiu.edu</a> to obtain approval of your Student Learning Outcomes and Program Outcomes? If not, please do so prior to submitting this form. Documentation of approval must be attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
<p>10. Have you contacted the Office of Academic Planning and Accountability to determine if the proposed program is a substantive change that requires notification or a prospectus to be submitted to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)? Please do so prior to submitting this form if you answer yes to any of the questions below.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- Will significant additional equipment be needed deliver the new program?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- Will significant additional facilities be needed to deliver the new program?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- Will significant additional financial resources be needed to deliver the new program?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- Will a significant amount of new content be required? (Significant is defined as equal to or greater than 25% new content.)</p> <ul style="list-style-type: none"> <li>o Adding or changing 25% or more of the content offered by the institution constitutes a “significant departure” from the institution’s existing programs and requires SACSCOC notification (or approval) prior to implementation. Whether to notify or to seek approval from SACSCOC depends on the amount of new content required. How much new content will be required for the program? (Please check the appropriate percent range below.) <ul style="list-style-type: none"> <li><input type="checkbox"/> 25%-49% of the program’s content, which requires notification to SACSCOC prior to implementation</li> <li><input type="checkbox"/> 50% or more of the program’s content, which requires SACSCOC approval prior to implementation; approval must be obtained according to SACSCOC deadlines</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- Will a significant number of new faculty members be required to deliver the new program?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |  | <b>YES</b>               | <b>NO</b>                | <b>N/A</b>               |
|--|--------------------------|--------------------------|--------------------------|
| - Will significant additional library/learning resources be needed to deliver the new program?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Will implementation of the program result in 25% or more of the program being offered at a new location geographically apart from the main campus? (If yes, please check the appropriate percent range below.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> 25%-49% of the program will be offered at a new location, which requires notification to SACSCOC prior to implementation  |                          |                          |                          |
| <input type="checkbox"/> 50% or more of the program will be offered at a new location, which requires SACSCOC approval prior to implementation; approval must be obtained according to SACSCOC deadlines         |                          |                          |                          |
| - Will the new program enter into a collaborative academic arrangement that includes the initiation of a dual academic program with another institution?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Will the new program enter into a contract by which an entity not eligible for Title IV funding offers 25% or more of the program (e.g., international university)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |