

## **New Degree Program/Minor/Concentration/Track/Certificates Proposal Template**

There are two stages to new degree program, certificate, minor, concentration, or track formation which are (a) the **development stage** and (b) the **approval stage**.

This template should be used for the **development stage** and must go through the following process before moving to the approval stage:

1. The proposal template should be completed in consultation with all involved programs, departments, colleges. Programs should discuss the proposal with the Senior Vice Provost of Academic Affairs (Undergraduate Studies) or Dean/Vice Provost of Graduate School (Graduate Studies) during the preparation of the proposal.
2. Obtain the approval signatures from all involved department curriculum committee chairs, college curriculum chairs, and Deans of all involved colleges.
3. The academic Dean should discuss the proposal at Academic Council.
4. If supported, the department/College will be notified and full proposal development will begin in the **approval stage**.

### **Approval Signatures:**

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Department Curriculum Committee Chair (s)

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College Curriculum Committee Chair(s)

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Dean(s)

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Sr. Vice Provost of Academic Affairs (UG) or Dean/Vice Provost of Graduate School (Grad)

The proposal must be limited to 3 pages and should include the following components:

***Please note additional requirements for doctoral programs to be provided as attachments.***

1. Program Description

A. Provide a description of the program, including educational objectives, degree requirements, and curriculum requirements.

2. Reason for Request

A. Provide a rationale for the request. Include analysis conducted, information on need/demand, including similar programs at UTSA, Texas public and independent universities, potential students, and job market needs.

3. Relationship to Existing Programs

A. Demonstrate the relationship between the proposed program and existing programs.  
B. Describe how the proposed program would affect existing programs, including the potential effects on enrollment for existing programs.

4. Expected Enrollment

A. Provide analysis and rationale for anticipated cumulative head count and full-time equivalent (FTE) enrollment for each of the first five years and indicate the number expected to be new to the institution each year. Explain assumptions used in making these estimates.

5. Resources

A. Describe courses that have been implemented and new courses needed.  
B. Describe the faculty resources and faculty requirements, if any.

6. Other Information

***Additional requirements for Doctoral Programs only (provide attachments for this section, beyond the 3 page limit specified for the template).***

A. Graduate “Core Program” Faculty: Include only those faculty identified to serve as chairs, co-chairs, team mentors for doctoral students in the doctoral training program. State role of each faculty in the program (dissertation chair, co-chair, team mentor). Provide a brief description of research and scholarly output of each

training faculty, including not more than one-page description of methodology used.

- B. Resources: Briefly describe resources to support doctoral student funding, including anticipated sources of funding and funding packages (stipend, tuition, health care, % appointment, % students funded) for GA support.
- C. Research Facilities: Briefly describe research facilities available for training program (one-page limit).