SMU

Request to Create New Program
(For Programs with 0-49% new content)

Use this form to request a new program. This request requires EPC approval and Board of Trustees approval, and may require notification to SACSCOC (for programs with 25% to 49% new content), so please allow at least one full semester to complete these processes when planning.

When complete, please submit one electronic copy of this request to smuepc@smu.edu.

Date

Submitting Department

Submitting School

Academic Program (Degree) to be Offered

Proposed CIP (Classification of Instructional Programs) Code:

To search for an appropriate code see https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56

Proposed Catalog Implementation Term and Year

Type of Request

☐ New Undergraduate Degree (e.g. B.A./ B.S.)
☐ New Graduate Degree (MBA/ Ph.D..)
☐ New Graduate Certificate
☐ New Undergraduate Minor

Background and Context

Describe the planned new program and the relationship between this new program and existing programs and strengths of SMU.

Provide the projected number of students who will be served by this program, along with an explanation of how this number was reached.

Please describe the methods used to determine the need for the program. Please attach a market analysis created using the market analysis template, or address the questions in the template in your response (market analysis is not necessary for proposals for a minor).

Explain how the creation of this new program is consistent with the mission and strategic goals of SMU.

Describe and provide documentation of faculty involvement in the planning and approval of program.

Structure of Program

Curriculum for New Program: *Fill out the chart below for the proposed program. List each course offered as either new or existing content. At the end, calculate the total percentage of new content.*

Required Courses (New)	Required Courses (Existing)	Elective Courses (New)	Elective Courses (Existing)

Percentage of New Content in Program : *Fill out the chart below to calculate the percentage of the program that is new. Give the total number new courses in the program, the total number of unique credit hours offered in the program that are new, the total number of credit hours in the program, and then the percentage of the program that is new.*

Courses that are New.	Total Program Credit Hours that are New (number of courses X credit hours)	Total Number of Credit Hours in Program	Percentage of Program that is New (Hours offered / total program hours)

Please attach syllabi, or detailed course outlines for each new course in the program. *(Indicate you have attached these in the box below).*

Provide a projected schedule of course offerings for the program (by semester, for at least one full cycle of program).

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6

Describe admissions and graduation requirements.

Learning Outcomes and Assessment (*Not Applicable for Minor Proposals*)

Provide specific student learning outcomes for this program, along with courses in the program where content toward outcomes is introduced, reinforced, or mastered. *Please note, degree programs must have at least four learning outcomes and certificate programs must have at least two.*

Student Learning Outcome	Course(s) Where Content Toward Outcome is Introduced	Course(s) Where Content Toward Outcome is Reinforced	Course(s) Where Content Toward Outcome is Mastered

Please use the table below to describe how and where the student learning outcomes for the program will be assessed. *Please indicate a specific course if the assessment occurs at the course level or provide information about the point in the program and method of administration if outside of a course.*

Student Learning Outcome	Method of Assessment	Course or Point in Program in which Assessment Occurs

Modality and Campus Location

Indicate the planned modality/ method of delivery for the program. *If 50% or more of the program will be delivered online/via distance, please check "distance/online". If less than 50% of the program is delivered online/via distance, please check "hybrid."*

☐ In-Person ☐ Online ☐ Hybrid

If the program is online or hybrid, please provide evidence of approval through SMU GO.

If the program is online or hybrid, please provide an explanation of how you will ensure student learning is equivalent to a face-to-face program.

Provide all planned locations at which the program will be delivered. (On-campus and/or at specific off-campus instructional sites.)

☐ SMU Main Campus ☐ SMU in Taos ☐ SMU Abroad Location

☐ Off-Campus Instructional Site (non-SMU Abroad)

If you selected an SMU Abroad site or an off-campus instructional site, please give the name and location of that site/those sites.

Please explain your process for ensuring that all courses meet the required number of contact and outside hours to satisfy credit hour requirements.

Describe administrative oversight to ensure the quality of the program.

Will this program be offered in compressed time frames (i.e. other than the traditional semester framework)?

☐ Yes ☐ No

If yes, describe the methodology you have used and will use to ensure that students attain equivalent levels of knowledge and competency to students in traditional formats.

Library Resources

Describe the library resources needed to open this new program.

Please attach evidence that you have consulted SMU libraries about these resources, and that they have affirmed they have the resources necessary to provide them. *(Indicate you have attached this in the box below).*

Financial Resources

Describe the financial resources needed to open this new program. Please also describe the resources needed to maintain the program and support future growth.

Approvals

Department / Division Chair

Departmental / Division Curriculum Committee

School / College Curriculum Committee

College or School Dean

Educational Programs Committee