

Planning and Approval of New Degree Programs
Northeastern University
Office of the Provost

The review and approval of new academic programs takes place in seven steps as detailed below. When cross-college collaborative programs are involved, requests should be prepared jointly by the participating sponsors.

Step 1: Preliminary discussion to include appropriate Dean(s) and Provost

Outline of the program under consideration, including its purpose, degree level, unique aspects, and how it contributes to the university's academic and research mission

Step 2: Preliminary proposal (subject to positive outcome in step 1; 2-5 pages)

1. Describe the program under consideration, including its purpose, degree level, unique aspects, focus, clientele, program start date and length, total number of credit hours, and proposed implementation date.
2. How does the proposed program support the college mission and University mission? Will the proposed program link with related programs within the university and with similar programs at other institutions? If so, how?
3. What is the projected demand for the proposed program? What national, state, or local data can you provide to support the need for more people to be prepared in this program at this level? Describe employment opportunities in the field. What evidence is there that the program will attract high-quality students? Market surveys are desirable to support these predictions. Undergraduate program proposals should include a statement from EMSA summarizing any available market survey data (or noting the absence of such data).
4. List any similar programs offered by competitors in both the Boston and broader markets. Explain why Northeastern should initiate a new program in competition with such programs.
5. Which existing degree programs, if any, may be predicted to lose students as students are recruited into the new program?
6. What existing resources, if any, within the institution will be shifted to support the new program? Identify the program(s), if any, from which resources will be shifted. Explain the anticipated impact on such programs.
7. What new costs will be incurred with this proposed program—faculty, space, etc?
8. What new revenue will be generated?

Step 3: Full Proposal (subject to approval of preliminary proposal; 10-15 pages)

1. Program description (expansion of item 1, preliminary proposal)
2. Program contribution to the University's Mission (expansion of item 2, preliminary proposal)
3. Program clientele analysis (expansion of items 3-5, preliminary proposal)
 - a. Unique aspects and opportunity
 - b. Evidence for program demand and for ability to attract high quality students
 - c. Competition from other programs
 - d. Impact on existing programs at Northeastern
4. Educational Objectives and Curriculum
 - a. Educational objectives
 - b. Admission criteria and process
 - c. Degree requirements
 - i. Credit hour requirements.
 - ii. Minimum academic standards in addition to university requirements (if applicable).
 - iii. Requirements, as applicable, such as residency requirement, qualifying examination, comprehensive examination, proposal defense, language or tool requirements, field component, teaching, thesis or dissertation requirements. For PhD programs, state the point at which doctoral students become degree candidates.
 - d. Curriculum requirements (<http://www.northeastern.edu/registrar/curricfrms.html> ; Curriculum documentation checklist, new programs curriculum requirements form, and pattern of attendance form)
 - i. Describe the curriculum requirements for completion of the degree program, with clear identification of required and elective courses.
 - ii. Identify new courses to be developed. Include a curriculum calendar for each pattern of attendance for the program.
 - iii. For undergraduate programs (except CPS), indicate how NU Core requirements will be met.
 - e. Program assessment
 - i. What are the learning outcomes for the program?
 - ii. Other than GPA, what data/evidence is used to determine that graduates have achieved the stated outcomes for the degree? Who interprets the evidence? What is the process for interpretation?

- iii. Describe how assessment results will be utilized to improve on the program's effectiveness.
 - iv. Provide a timeline for assessment of the program's success.
 - f. Program accreditation or adherence to licensing standards (if applicable):
 - i. Identify the accrediting/licensing body.
 - ii. Describe any communication with the accrediting/licensing body.
 - iii. Provide a timeline describing the steps needed to achieve accreditation.
 - iv. Indicate any costs/resources required to comply with accreditation/licensing requirements.
5. Resources
- i. Assess the faculty strength and expertise currently available to the program and identify any additional faculty resources needed to produce a strong program known for excellence.
 - ii. List the current tenured and tenure-track Northeastern faculty who are expected to teach as core faculty in the new program and briefly describe their major accomplishments in research, scholarship, or creative activity in the area of the program. If additional tenure-track faculty will be needed by the program, note whether they will be added by reallocation within the college or by requested new tenure-track lines, and when any new faculty are expected to be hired. If the program relies on nontenure-track and part-time instructors for required courses, project what proportion of courses in the new program will be taught by tenure-track faculty, by full-time nontenure-track faculty, and by part-time faculty. What will be the desired academic or professional qualifications of the program's nontenure-track faculty? Identify any additional nontenure-track faculty resources needed by the proposed program.
 - iii. Describe any space needs for the program.
 - iv. Describe library resources needed for the program.
6. Budget (for Provost office review only)
- i. Provide detailed information on the start-up budget needed (prior to any revenue) including marketing expenses.
 - ii. Using the form below, provide projected enrollment and estimated revenue and expenses for the first five years of this program:

Year	Application Fees	Total Projected Full-Time Headcount	Total Projected Part-Time Headcount	Total Projected Student Credit Hrs* Taught	Projected Tuition Revenue @ current rates	Total Expenses (current & new funds) exclude. Tuition remission	Total Projected Tuition Remission Expenses	Projected Revenue Less Projected Expenses
One								
Two								
Three								
Four								
Five								

Notes:

1. Effective FY11 there is a 20% university contribution on revenue.
2. Tuition waivers or financial discounting all come from the funds of the program home college(s) unless provided as seed funds.
3. Any start-up funds coming from the Provost office are provided as a loan and must be repaid within 3 years.

iii. Will any new funds for this program, including tuition remission be required? If so, how much?

	Total New Tuition Remission Required (including ongoing new funds from prior year)	Total Other New Funds Required (including ongoing new funds from prior year)	Total New Funds Required -tuition remission and other (including ongoing new funds from prior year)
Year one			
Year two			
Year three			
Year four			
Year five			

7. Include any additional information for consideration.

Step 4: Review by appropriate Department(S) and College(s) based units as applicable (see routing form).

Step 5: Review by Provost Office

- a. Provost
- b. Vice-Provost for Undergraduate Education (if applicable)
- c. Vice-Provost for Graduate Education (if applicable)
- d. Vice-Provost for Budget and Administration

Step 6: Review by University Undergraduate Curriculum Committee and/or Graduate Council—as applicable—
with oversight by the appropriate Vice-Provost.

Step 7: Final Review by Provost Office

Step 8: Review by Faculty Senate

Proposals must be reviewed by the Senate Agenda Committee before review by the full senate.

Step 9: Review by the President

Step 10: Review by the Board of Trustees