**NEW ACADEMIC PROGRAM – MAJOR**

**Preliminary Proposal Form**

*Please complete the following information. Brief summaries are sufficient, and the completed document should be only 3-4 pages. Italicized instructions can be deleted before submitting this form.*

1. **Program Details**
	1. **Name (and Degree Type) of Proposed Academic Program:**
		1. **Emphases (if applicable):**
	2. **Academic Unit(s)/College(s):**
	3. **Campus/Location(s):
	Note:** *if UA Online is a desired option, please complete the form* [*here*](azonline.arizona.edu/program-support/getting-started) *to begin their review process. Listing it here does not guarantee it will be an approved program for the ONLN campus.*
	4. **First Admission Term** (*i.e., Fall 2022)***:**
	5. **Primary Contact and Email:**
2. **Executive Summary** (please provide **no more** than 5 bullets/sentences that sum up the rationale, demand, and uniqueness of your proposed major)**:**
3. **Brief Program Description:** *Work with* *campus marketing* *to develop a description for the proposed program. Include the purpose, nature, and highlights of the curriculum, faculty expertise, emphases (if any), etc. Typically 100-250 words.*
4. **Program Rationale:** *In consultation with proposing unit’s college-level administration, describe how the proposed academic program fits within the mix of programs currently offered by the college, and how it advances the overall mission of the college and university. In order to support the proposed program, does the college envision sharing resources used by other programs, redeploying internal resources, etc.?*
5. **Projected Enrollment for the First Three Years:** *Note that for the full proposal, you will need to provide evidence to support the projection (through student/alumni surveys, enrollment in existing courses, peer programs, etc.) At this stage, a rough estimate is sufficient.*

|  |  |  |
| --- | --- | --- |
| Year 1 | Year 2 | Year 3 |
|  |  |  |

1. **Evidence of Market Demand:** *Please provide an estimate of the future state-wide and national demand for graduates of the proposed academic program. Please specify the source (e.g. Burning Glass; Jobs EQ; US Department of Labor) of workforce demand data and detail the assumptions that underpin these projections. Curricular Affairs can provide a job posting/demand report (from Burning Glass) by skills obtained/CIP code of the proposed major; contact the* *Office of Curricular Affairs* *to request the report if needed for your proposal. If job market data is unavailable or not applicable please explain why and elaborate another justification for the proposed program.*
2. **Similar Programs Offered at Arizona Public Universities:** *List existing programs at Arizona Public Universities, including affiliated programs at The University of Arizona, which deliver similar concepts and competencies to the proposed new program.*
3. **Resources**
	1. **Summarize new resources required to offer the program:** *may include additional faculty, staff, equipment, facilities, etc.*
	2. **Estimate total expected cost:**
	3. **Estimate total expected revenue of the program:**
4. **Required Signatures** *(the following should be included in the notification memo to campus after ABOR approval):*
	1. **Program Director/Main Proposer:**
		1. **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
		2. **Name and Title:**
		3. **Date:**
	2. **Managing Unit/Department Head:**
		1. **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
		2. **Name and Title:**
		3. **Date:**
	3. **College Dean/Associate Dean:**
		1. **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
		2. **Name and Title:**
		3. **Date:**