

Feasibility Study Proposal Requirements

New Degree Program Development Executive Summary

- Type of Program (Degree, Certificate, and Substantive Changes as defined in the HU Process for Approval document)
- Level and Degree Title (if applicable)
- Total Required Credits
- Time to Degree
- Recommended Cost of Degree
- Projected Launch Date
- Description – Summary of information about the degree program including student learning outcomes, required resources, and required resources

Proposed New Program Academic Feasibility Study

Overview

- Description of the new program
- How many credits
- Program objectives
- Delivery model of the program
- Calendar of course sequence for the program

Mission

- How does this program meet and serve the mission of the university?
- What is the traditional history of these types of programs?
- How does this type of program fit with the culture of the university?

Strategic Goals

- How does the program connect with/respond to the priorities of the current strategic plan?
- Describe the operational goals of the program and demonstrate their alignment with HU strategic goals.

Program Description and Structure

- Include student learning outcomes
- Course sequence
- Course descriptions
- Include curriculum map

Student Admissions

- What are the admissions requirements?

Student Financial Aid

- Will target students be eligible for all forms of financial aid?

Methods of Instruction

- What methods of instruction will be used?
- Does the university have experience in delivery of degree programs in this way so that students are set up for success?

Interdisciplinary Coursework

- Will the program utilize 50% or more of courses currently offered from no more than three other programs at the university? If yes, which ones? Why were they selected?
- What courses are included? Include name, proposed number, and course description. Is this a new or existing course?

Student Advising

- How will students in the program be advised?

Student Evaluation and Assessment

- How will student work be evaluated? Discuss the assessment plan and use of direct assessment methods as the primary tool.

Program Evaluation

- What are the key program success metrics? Include benchmarks and targets.
- How will the program be evaluated? Discuss student course evaluations and faculty course evaluations. Also consider: Exit Surveys, Employer Surveys, Mid/End Program Satisfaction Surveys, and Graduation Survey

Program Reviews

- In the absence of specialized accreditation, what will the approach be to include external viewpoints in a program review process?

Specialized Accreditation

- Is there specialized accreditation with this program? If so, explain the process in detail, including timeline and fees.
- Is there an impact of the newly proposed program on the program's current specialized accreditation?

Timeline for Implementation

- In narrative form, describe the steps required for the implementation of the proposed program.

Proposed New Program Financial Feasibility Study

Program Rationale and Market Niche

- Provide evidence of a need and gap in the market for this program.
- What is the occupational outlook for graduates in this field of study? (analytic data provided by university or consulting agency)
- What types of jobs will graduates be qualified for upon graduation?
- What is the demand for graduates / employer demands in this field within the region? (analytic data provided by university or consulting agency)
- Who are key potential employers?
- What other colleges or universities offer a program like the one proposed?
 - What is the size of their program (students)?
 - What are their required credit hours?
 - What is the length of their program (time to degree)?
 - What tuition do they charge?
- Which programs will we likely compete against?
 - How will the university be distinguished in the marketplace by the new program offering? Why will students choose the program over others?
 - How does the proposed tuition compare to that of other institutions offering similar programs?

Student Demand/Target Market

- Describe the typical student who will be served by this program.
- Why are they looking for this type of program?
- How will it assist students in reaching their goals?
- Where are the potential target markets for recruitment?
- For graduate programs, are there existing feeder programs at the university? How might a 3 +2 or 4+1 model be applied?

Program Resources

- Include a table that lists the required resources for this program. Please identify what resources are existing (no cost) and what additional resources will be required, including their projected costs. For example:
 - Faculty needs and expertise requirements (full-time and adjunct)
 - Program Administration (Support staff needed)
 - Web development
 - Library and Digital Resources
 - Marketing Plan and Marketing Costs for 3-5 years
 - Technology (Hardware and Software)
 - Office, Classroom, and/or Lab space/renovation
 - Financial Aid

Program Budget

- Using the information above, complete the Program Budget template.

- Include a 3-5 year projected budget
- Include a 3-5 year Income Statement

Program Exit Strategy

- Teach-out strategy
- Impact on program faculty and staff