

**NEW DEGREE PROPOSAL ROUTING FORM
UNDERGRADUATE DEGREE PROGRAMS**

Title of Proposal _____
Department _____
Date Prepared _____
Preparer's Name and Phone Number _____

Degree Proposal Routing:

1. College Curriculum Committee(s)
Date Proposal Received _____
Approval Date _____
(Unit Head Notified)
Signature of Curriculum Committee Chair: _____

2. (Arts & Sciences only) College Council
Date Proposal Received _____
Action Taken and Date _____
Signature of Chair: _____

3. College Dean(s)
Date Proposal Received _____
Date Supporting or Nonsupporting Memo forwarded to
Vice-Provost _____
(Memo will describe college budget support, Dean's
prioritization of proposal, other concerns)
Signature of College Dean(s): _____

4. Director of Academic Fiscal Affairs
Date Proposal Received _____
(Director will verify internal consistencies of budget)
Final Review and Date _____
(Dean and Unit Head notified)
Signature of Director: _____

5. Vice-Provost for Undergraduate Education
Date Proposal Received _____
Date Reviewed _____
(Resource allocation and prioritization of program.
Dean and unit head notified. Registrar notified
if program does not require U.U.C.C. approval).
Signature of Vice-Provost: _____

6. University Undergraduate Curriculum Committee
 Action Taken and Date _____
 (Dean and Unit Head notified. Registrar Notified
 if program does not require Senate approval).
 Signature of Chair: _____

7. Provost
 Date Proposal Received _____
 Date Reviewed _____
 (Resource allocation and prioritization of program.
 U.U.C.C., Provost, Registrar, Dean and Unit Head notified)
 Signature of Provost: _____

8. Senate Agenda Committee for the Faculty Senate or
 Faculty Senate, as appropriate
 Action Take, Date, and Vote _____
 (U.U.C.C., Registrar, Dean and Unit Head notified)
 Signature of Chair _____

9. President
 Action Taken and Date _____
 (Provost and Board of Trustees notified. Provost
 notifies Senate, Registrar, U.U.C.C., Dean and Unit Head)
 Signature of President _____

10. Board of Trustees (if necessary)
 Action Taken and Date _____
 (Board notifies Provost. Provost notifies Senate,
 U.U.C.C., Dean and Unit Head, Coop, Enrollment Management,
 Registrar and Library)
 Signature of Secretary of Board: _____

At each level of review, a signed copy of this form should be sent to the person(s) or area(s) to be notified. Form with original signatures should be sent to the next level of approval. Unit Head will notify Proposer of the proposal approvals. Proposals should reach the Office of the Provost for fiscal review (step 4) at least by January 1 for Board consideration in April and at least by May 1 for consideration in October.

Academic Affairs Committee of Board typically meets in October and April. Proposal is considered by the Board Committee if there are substantial changes to existing degree programs or if new degree programs are being proposed.

UNIVERSITY GUIDELINES FOR PROPOSING NEW
UNDERGRADUATE PROGRAMS: MAJORS, MINORS,
CONCENTRATIONS, AND SPECIALIZATIONS

Table of Contents

I. Purpose

II. General Definitions

- A. Major
- B. Minor
- C. Concentration
- D. Specialization

III. Guidelines for Programs

- A. Program Title, Description, and Implementation
- B. Objectives of the Program
- C. Definition of Academic Area
- D. Department(s) and/or the College(s) Involved
- E. Relationship of Proposed Program to other Programs
in the College or University
- F. Admissions Requirements
- G. Accreditation of the Program
- H. Evidence of Need
- I. Similar Programs Locally or Regionally
- J. Faculty Resources
- K. Facilities and Equipment
- L. Budgetary Impact
- M. Mission of the College
- N. Co-op Education Impact
- O. ACE Goals

IV. Sample Forms

- A. Cover Sheet & Checklist
- B. Date Record Routing Form
- C. Library Resource Evaluation

V. Approval Process Flow Chart

1. **Purpose**

These guidelines are designed to expedite the preparation and approval of program proposals. The guidelines should be followed whether a major, minor, concentration or specialization is being proposed. If a particular area is not relevant it should be included with a notation, NR.

II. **General Definitions**

A. **Major**

A **Major** at Northeastern University constitutes the primary focus of an undergraduate's program of study. Each student must have a major field of study in order to earn a bachelor's degree (B.A. or B.S.). Up to 75% of a student's undergraduate coursework may be comprised of major courses and required electives; the remaining 25% are comprised of distribution requirements and free electives.

B. **Minor**

A **Minor** is a set of courses supplementary to a student's major. A student cannot have a minor without also having a major, but minors are optional for undergraduates. Minors normally involve a coherent set of 6-9 courses offered outside the major field of study. There is not limit to the number of minors a department can offer.

C. **Concentration**

A **Concentration** is a set of course which operates within a student's major area of study. It is normally comprised of a cluster of courses in a specified area of interest within a major.

D. **Specialization**

A **Specialization** is a set of related courses drawn from two or more departments with a focus on a particular area of interest.

III. **Guidelines for Program Proposals**

A. **Program Title, Description, and Implementation**

1. This description will be used for the University Bulletin. Describe the proposed program in short paragraph form.
2. List all courses (required or elected) which comprise the program.

3. What elements of this program are presently in operation in the College? In the University?
4. How many and which courses will need to be added to current offerings in support of the proposed program?
5. When will the program be operational, if approved?

B. Objective of the Program

1. What are the overall objectives of the program?
2. Is the proposed program the first of several curricular steps in reaching a long-term goal in this or a related field?
3. If so, what are the next steps to be, if this program is approved?

C. Definition of Academic area

1. Describe the academic area within the proposed program would be concerned.
2. What subspecialties would be emphasized during initial years of the program?
3. Are there other subspecialties you would anticipate adding or emphasizing as the program develops?
4. Are there subspecialties that you intend to avoid in the development of the program?

D. Department (s) and/or other College (s) Involved

1. What department(s) and/or college(s) would be involved in the program? Please provide documentation of liaison work done from all areas involved.
2. Will the proposed program require a new or reorganized administrative unit? If yes, explain in detail.

E. Relationship of Proposed Program to Other Programs in the Department, College and University

List the closely related programs and areas of strength currently available in the Department, College and University which would give support to the proposed program.

F. Admission Requirements

1. List any requirement for admissions to the program which are in addition to admission to the College.
2. Will any enrollment limitation be imposed? Please indicate the limitation and rationale therefor. How will those to be enrolled by selected if there are enrollment limitations?

G. Accreditation of the Program

1. Is there an accrediting agency or professional society which has established standards in the area of the proposed program? (Please give name of organization and list standards).
2. If so, does the proposed program meet the accreditation standards? If it does not, in what particulars does it appear to be deficient? What steps would be required to qualify the program for accreditation?

H. Evidence of Need

1. What evidence is there of need for the program? Please be explicit.
2. What is the estimated enrollment and estimated number of graduates of the proposed program over the next five years? (If the proposed program is an expansion of an existing one, give enrollment figures for past five years).
3. What evidence is there which indicates a regional or national need for additional qualified persons such as the proposed program would produce?
4. Identify any special interest in the program on the part of local, state, or regional groups (e.g. business, industry, agriculture, and professional groups).
5. Does the nature of the clientele require any special provisions by the Department, College and University for making the complete program available for part-time students?
6. Are there any other compelling reasons for offering the program?

I. Similar Programs Locally or Regionally

1. List any similar programs locally and/or regionally.
2. What main purposes will the proposed program here at Northeastern serve?

3. In what way, if any, will resources of any other institutions be utilized in the proposed program?

J. Faculty Resources

1. List any present faculty who would be involved in offering the proposed program, with pertinent information concerning their special qualifications for service in the program.
2. Estimate the number, rank, and background of new faculty members required to initiate the proposed program, if any. Assuming approval and anticipated development, estimate new faculty that would be required in each of the first four years of operation.
3. Estimate the number and type of support staff needed in each of the first four years of the program.

K. Facilities and Equipment

1. What special facilities (buildings, laboratories, equipment, etc) are necessary to the offering of a quality program in the field?
2. What of these facilities presently exist and are available?
3. What facilities beyond those now on hand would be required in support of the program?
4. How are these additional facilities and equipment to be provided?
5. What special library resources will be needed? See Library Evaluation Form.

L. Budgetary Impact

1. Proposers of new programs should have a preliminary discussion with the Dean about the financial feasibility of the proposed program.
2. When the proposal is submitted to the College Curriculum Committee liaison (9 copies plus the original), one copy will be forwarded to the Dean's Office Budget Administrator. At this time, the program proposer should set up a meeting with the Budget Administrator to complete the appropriate budget forms. The Budget Administrator will forward the form for the Dean's signature, and once the appropriate College Committees have approved the program, the Dean will then forward the proposal to the Provost's Office for Budget approval and the UCC for university-level curricular review.

3. If federal or other grant funds are required to initiate the proposed program, how will the program operate upon termination of the grant?

M. Mission of the Department or College

1. Obtain a letter from the Department Chair or Dean of the College providing documentation on how the proposed program fits in with the overall mission of the Department, College, and/or University.

N. Cooperative Education Impact (Degree Programs only)

1. Outline as accurately as possible the impact of the proposed degree program on the present resources of the Department of Cooperative Education.
2. A statement from the Dean of Cooperative Education, indicating an appraisal of present resources to support the proposed program and potential needs (including funding) must be attached to the proposal.

O. Academic Common Experience (A.C.E.) Goals

The Academic Common Experience describes a set of university-wide general education goals that undergraduates will be expected to achieve through curricular plans designed by the faculty in their major department. Courses in the major, modules within disciplinary courses, liberal arts courses, and non-course experiences (such as cooperative education) can all be elements in a coordinated plan to advance learning in a cumulative manner.

When developing new programs, please specify how the curriculum meets the shared goals of the Academic Common Experience. Please be specific.

The Shared Goals

Skills

- effective teaching
- effective communication
- information literacy
- interpersonal skills

Contexts

- the natural world
- the social cultural world

Perspectives

- the historical perspective
- the ethical perspective
- the esthetic perspective
- the personal perspective

Connections

- across disciplines
- between the theoretical and the applied
- between college and the world of work
- between college study and lifelong learning

IV. THE FOLLOWING FORMS (ATTACHED) MUST BE SUBMITTED WITH PROPOSALS FOR NEW PROGRAMS.

- A. Cover Sheet for new program proposals from the College of Arts & Sciences
- B. Date Record for Routing of new program proposals
- C. Library Resources Evaluation Form

LIBRARY RESOURCES EVALUATION

PLEASE NOTE: The Collection Development Librarian's evaluation of resources available in the N.U. Libraries to support a proposed program is an essential component of the review process. Once the scope of the proposed program has been defined, the faculty member making the proposal should meet with the appropriate Collection Development Librarian and provide a written program description. Please allow at least ten days for the Collection Development Staff to complete the evaluation. It is desirable that the library evaluation be taken into account at the time of departmental review process. In the instance that library holdings are insufficient to support the proposal, the approximate acquisition/expenditures for adequate support will be indicated below. If the evaluation shows the need for additional expenditures, arrange to see the Dean, before your proposal is submitted to the Department Chair or College Curriculum Committee.



New Course Proposal



New Program Proposal

Proposal Title: _____

Department: _____ Contact Person: _____

Date Submitted to Library: _____

FOR LIBRARY USE

The Collection Development Librarians of the Northeastern University Libraries have examined the proposal and have determined that the Library's holdings are:

- () Satisfactory to support this proposal.
- () Adequate for the present but need improvement.
- () Not adequate to support this proposal. Necessary supplementary budget resources (acquisitions and expenditures) are noted below.

Comments and Recommendations:

Collection Department Librarian
(Print Name) (Date)

Dean, University Libraries
(Print Name) (Date)

Collection Department Librarian
(Signature)

Dean, University Libraries
(Signature)

(This form must be submitted with your proposal)

**NEW PROGRAM FINANCIAL SUMMARY
ESTIMATED INCREMENTAL REVENUES, COSTS, AND SOURCES OF FUNDS**

Proposed Program _____
College _____
Department _____
Date Prepared _____
Department Chair's Signature _____
Dean's Signature _____

REVENUE PROJECTIONS

INCREMENTAL FULL-TIME STUDENTS

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
# of Full-Time students					
# of Quarters per year per Student					
Tuition Cost per Quarter (@current rates)					

**SUBTOTAL PROJECTED
FULL-TIME REVENUE**

INCREMENTAL PART-TIME STUDENTS

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
# of Part-Time students					
# of Credit Hours per Student per Year					
Tuition Cost per Cr. Hr. (@current rates)					

**SUBTOTAL PROJECTED
PART-TIME REVENUE**

OTHER INCREMENTAL REVENUE

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
FEES					
GRANTS/CONTRACTS (direct costs)					
GRANTS/CONTRACTS (indirect costs)					
RESTRICTED FUNDS					
OTHER					

**SUBTOTAL PROJECTED
OTHER REVENUE**

TOTAL PROJECTED REVENUE

PROJECTED REVENUE	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
FULL-TIME STUDENTS					
PART-TIME STUDENTS					
OTHER					

**PROJECTED TOTAL
REVENUE**

INCREMENTAL BUDGET - NEW FUNDS REQUIRED
(INCLUDING FUNDS FOR COURSES IN OTHER COLLEGES)

NEW FUNDS FOR OPERATING BUDGET

EXPENSE ACCOUNT <u>NAME</u>	EXPENSE ACCOUNT <u>NUMBER</u>	BUDGET YEAR <u>ONE</u>	BUDGET YEAR <u>TWO</u>	BUDGET YEAR <u>THREE</u>	BUDGET YEAR <u>FOUR</u>	BUDGET YEAR <u>FIVE</u>
FULL TIME FACULTY	1010					
PART TIME FACULTY	1040					
TEACHING ASSISTANTS	1050					
ADMIN. SALARIES	1130					
CLERICAL SALARIES	1310					
FRINGE BENEFITS	2113					
LAB EQUIPMENT	3003					
OFFICE EQUIPMENT	3005					
COMPUTER SOFTWARE	3006					
TELEPHONES	3020					
POSTAGE	3051					
OFFICE SUPPLIES	3303					
ADVERTISING	3410					
PRINTING	3420					
PHOTOCOPYING	3460					
EQUIP. MAINTENANCE	3820					

SUBTOTAL-OPERATING EXPENSES

**OTHER INCREMENTAL OPERATING EXPENSES
(Grants, Contacts & Restricted Funds)**

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
Salary Funds					
Nonsalary Funds					

**SUBTOTAL
OTHER EXPENSES**

TOTAL INCREMENTAL OPERATING EXPENSES

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
OPERATING EXPENSES					
OTHER EXPENSES					

TOTAL EXPENSES

OTHER PROGRAM COSTS

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
CONSTRUCTION OF NEW SPACE (PIF)					
MAJOR RENOVATIONS OF SPACE (PIF)					
ADDITIONAL LIBRARY SUPPORT					
TUITION WAIVERS OTHER (SPECIFY)					

TOTAL OTHER COSTS

FINANCIAL CONTRIBUTION

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
TOTAL REVENUES					
TOTAL EXPENSES (EXCLUDING PIF)					

**CONTRIBUTION
(REVENUE LESS EXPENSES)**

**% CONTRIBUTION
(CONTRIBUTION/REVENUES)**

**NEW PROGRAM FINANCIAL SUMMARY
ESTIMATED TOTAL REVENUES, COSTS, AND SOURCES OF FUNDS**

Proposed Program _____
College _____
Department _____
Date Prepared _____
Department Chair's Signature _____
Dean's Signature _____

REVENUE PROJECTIONS

FULL-TIME STUDENTS
(including current NU students)

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
# of Full-Time students					
# of Quarters per year per Student					
Tuition Cost per Quarter (@current rates)					

**SUBTOTAL PROJECTED
FULL-TIME REVENUE**

PART-TIME STUDENTS
(including current NU students)

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
# of Part-Time students					
# of Credit Hours per Student per Year					
Tuition Cost per Cr. Hr. (@current rates)					

**SUBTOTAL PROJECTED
PART-TIME REVENUE**

OTHER REVENUE

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
FEES					
GRANTS/CONTRACTS (direct costs)					
GRANTS/CONTRACTS (indirect costs)					
RESTRICTED FUNDS					
OTHER					

**SUBTOTAL PROJECTED
OTHER REVENUE**

TOTAL PROJECTED REVENUE

PROJECTED REVENUE	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
FULL-TIME STUDENTS					
PART-TIME STUDENTS					
OTHER					

**PROJECTED TOTAL
REVENUE**

FULL COST BUDGET - NEW AND EXISTENT FUNDS REQUIRED

(Including cost of courses taken in other colleges)

OPERATING BUDGET

EXPENSE ACCOUNT NAME	EXPENSE ACCOUNT NUMBER	BUDGET YEAR <u>ONE</u>	BUDGET YEAR <u>TWO</u>	BUDGET YEAR <u>THREE</u>	BUDGET YEAR <u>FOUR</u>	BUDGET YEAR <u>FIVE</u>
FULL TIME FACULTY	1010					
PART TIME FACULTY	1040					
TEACHING ASSISTANTS	1050					
ADMIN. SALARIES	1130					
CLERICAL SALARIES	1310					
FRINGE BENEFITS	2113					
LAB EQUIPMENT	3003					
OFFICE EQUIPMENT	3005					
COMPUTER SOFTWARE	3006					

TELEPHONES	3020
POSTAGE	3051
OFFICE SUPPLIES	3303
ADVERTISING	3410
PRINTING	3420
PHOTOCOPYING	3460
EQUIP. MAINTENANCE	3820

SUBTOTAL-OPERATING EXPENSES

**OTHER OPERATING EXPENSES
(Grants, Contacts & Restricted Funds)**

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
Salary Funds					
Nonsalary Funds					

**SUBTOTAL
OTHER EXPENSES**

TOTAL OPERATING EXPENSES

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
OPERATING EXPENSES					
OTHER EXPENSES					

TOTAL EXPENSES

OTHER PROGRAM COSTS

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>	<u>Year Five</u>
CONSTRUCTION OF NEW SPACE (PIF)					
MAJOR RENOVATIONS OF SPACE (PIF)					
ADDITIONAL LIBRARY SUPPORT					
TUITION WAIVERS OTHER (SPECIFY)					

TOTAL OTHER COSTS

FINANCIAL CONTRIBUTION

Year One

Year Two

Year Three

Year Four

Year Five

TOTAL REVENUES

TOTAL EXPENSES
(EXCLUDING PIF)

CONTRIBUTION
(REVENUE LESS EXPENSES)

% CONTRIBUTION
(CONTRIBUTION/REVENUES)