**New Concentration/Track Request Form**

College:

Department:

Concentration/Track Name:

Program CIP Code:

Number of Required Semester Credit Hours (SCH):

Proposed Implementation Date:

Brief Program Description:

**Student Demand**

Provide short and long-term evidence of demand for this concentration/track.

**Enrollment Projections**

Use this table to provide the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the concentration/track.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YEAR** | **1** | **2** | **3** | **4** | **5** |
| Headcount |  |  |  |  |  |
| FTSE |  |  |  |  |  |

**Degree Requirements**

Use this table to summarize the degree requirements. Full curriculum will be entered as catalog copy at the end of this document.

|  |  |
| --- | --- |
| **Category** | **SCH** |
| Required Courses |  |
| Prescribed Electives |  |
| Free Electives |  |
| TOTAL |  |

**Faculty**

List the faculty for the program and the expected percentage of time assigned to the concentration/track.

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| --- | --- | --- |
| **Name** | **Department** | **Expected % Time in Program** |
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**Students**

Describe general recruitment efforts.

**Library**

Explain whether additional library resources are needed for this concentration/track, and if so what.

**Facilities and Equipment**

Explain whether additional resources are needed for this concentration/track and if so what.

**Costs and Funding**

Use this table to show five-year costs and sources of funding for the concentration/track.

|  |  |  |  |
| --- | --- | --- | --- |
| **Five Year Costs** | | **Five Year Funding** | |
| Personnel1 | $ | Reallocated Funds | $ |
| Facilities and Equipment | $ | Anticipated New Formula Funding | $ |
| Library, Supplies & Materials | $ | Special Item Funding | $ |
| Other2 | $ | Other3 | $ |
| **Total Costs** | **$** | **Total Funding** | **$** |

1. Report costs for new faculty hires, graduate assistants, and technical support personnel.
2. Specify other costs her such as administrative costs and travel.
3. Report other sources of funding. In-hand grants, “likely” future grants, and designated tuition and fees can be included.

**Concentration/Track Catalog Copy**

**Catalog Language**

Provide changes/additions to be made to the catalog language as a result of this new concentration/track, if applicable.

**Degree Plan**

Note new courses with an asterisk (\*). Add and delete rows and table as needed.

|  |  |  |
| --- | --- | --- |
| **Section Heading** | | |
| Subheading: ‘Required’ or ‘Select X (hours or courses) from the list below’ | | |
| Course prefix and number | Course name | Course SCH |
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| **Section Heading** | | |
| Subheading: ‘Required’ or ‘Select X (hours or courses) from the list below’ | | |
| Course prefix and number | Course name | Course SCH |
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| **Section Heading** |  |  |
| Subheading: ‘Required’ or ‘Select X (hours or courses) from the list below’ | | |
| Course prefix and number | Course name | Course SCH |
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