**New Graduate Track or Concentration within Existing Program**

**The Graduate School**

**University of Cincinnati**

Describe the initiative for which approval is being sought:

Proposing College and Department:

DL program? YES or NO

**Proposal Endorsements**

**Graduate Director –** “I certify that this proposal is endorsed by the proposed program faculty and that they have agreed, in principle, to participate actively in the certificate program.”

Printed name Signature

**Unit Head –** “The Department will provide the departmental resources and support tehe new track or concentration described on page 2 of this document toward the development of the proposal.”

Printed name Signature

**College Dean –** “The College fully supports the development of the new track or concentration described in this proposal and will provide college resources and support as described on page 2 of this document.”

Printed name Signature

***Signature of OTHER Dean/Designee AND Dept./Division Head if any proposed courses are from another unit.***

“I have read the proposal and we are willing and able to accommodate the proposed number of students within our existing courses that are listed, or have a suitable agreement to fiscally support the expansion to new sections of these courses.”

Printed name Signature

Printed name Signature

**Financial Plan**

Complete the spreadsheet below and describe the methods used to estimate program income and expenses as appropriate (including assumptions about annual increases in tuition and stipend costs, adjustments for inflation and credit hour enrollment for part time students).

**Budget for New Track or Concentration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| **Projected Enrollment INCREASE BY ADDING TRACK OR CONCENTRATION** |  |  |  |  |
| Head-count full time |  |  |  |  |
| Head-count part time |  |  |  |  |
| Full Time Equivalent (FTE) enrollment |  |  |  |  |
|  |  |  |  |  |
| **Projected Program Income** |  |  |  |  |
| Tuition (paid by student or sponsor) |  |  |  |  |
| Other income (describe here) |  |  |  |  |
|  |  |  |  |  |
| **TOTAL PROJECTED PROGRAM INCOME:** |  |  |  |  |
|  |  |  |  |  |
| **Program Expenses**(please check boxes below indicating who will be paying for related expenses) |  |  |  |  |
| New Personnel * Faculty (e.g. tenure-track, clinical, professional)

 Full \_\_\_\_ Part Time \_\_\_\_* Staff

 Full \_\_\_\_  Part time \_\_\_\_  |  |  |  |  |
| Equipment/ facilities/building/space renovation  [ ]  Department [ ]  College [ ]  University |  |  |  |  |
| Tuition Scholarship Support [ ]  Department [ ]  College [ ]  University |  |  |  |  |
| Stipend Support  [ ]  Department [ ]  College [ ]  University |  |  |  |  |
| Other expenses (e.g., travel, office supplies, accreditation costs)(if applicable, describe in narrative section below) [ ]  Department [ ]  College [ ]  University |  |  |  |  |
|  |  |  |  |  |
| **TOTAL PROJECTED EXPENSE:** |  |  |  |  |
| **NET** |  |  |  |  |

**Budget Narrative:** *(Use narrative to provide additional information as needed based on responses above.)*

New Track or Concentration within Existing Program

[name of new track or concentration]

College [\_\_\_\_\_\_\_\_\_\_]

Department [\_\_\_\_\_\_\_\_\_\_\_]

Please address in a summary narrative of no more than **five (5) pages** (exclusive of appendices, which should be kept as brief as possible), the following:

**1. Designation of New Track or Concentration:**

 Rationale for that designation:

Focus of Program:

Description, disciplinary purpose and significance:

**2. Description of Proposed Curriculum**

(including core and elective course requirements, table of courses by semester. Indicate courses and credits specific to new track versus common to all tracks). Please include course enrollment for each offering of the listed courses, over the past three (3) years.

**3. Administrative Arrangements for the Proposed Track or Concentration** (including department and school or college involved, admissions requirements, program oversight information)

**4. Evidence of Need for the New Track or Concentration** (including how this fits with College and University strategic sizing initiatives, opportunities for employment of graduates, description of similar programs or potential duplication of programs in the state and region)

**5. Prospective Enrollment** (including projections, target populations, recruitment)

**6. Special Efforts to Enroll and Retain Underrepresented Groups** (including information about recruitment and marketing of the program)

**7. Availability and Adequacy of the Faculty and Facilities** (including relative to prospective enrollment, faculty size, faculty expertise)

**8. Need for additional facilities and staff and the plans to meet this need.**

**9. Projected additional costs associated with the new track/concentration and evidence of institutional commitment and capacity to meet these costs.** (Summarize outcomes from proposed financial plan.)

**10. Student Learning Outcomes for this program**. (For help on writing effective Student Learning Outcomes, please go to [*Writing Effective Student Learning Outcomes*](https://grad.uc.edu/content/dam/refresh/grad-62/docs/governance/Writing-Effective-Student-Learning-Outcomes.pdf). You may also visit <http://www.uc.edu/cetl/cdesign/teachdesign.html>.)