***(Please Note: This form is to only be used for proposed programs that generally fit within Wittenberg’s current structures and mission and have limited budget implications. Permission from the Office of the Provost must be sought when using this form. The Office of the Provost will consult with the EPC on the use of this form. All other program proposals should use the process outlined on the*** [***New Academic Program***](https://www.wittenberg.edu/administration/provost/new-academic-programs) ***page on the Provost’s Website).***

|  |
| --- |
| ***New Academic Program Name:***  |
| ***Author and Department:***  |
| ***Date Submitted:***  |

***The Program***

1. ***What is the nature of the idea being proposed?***
2. ***Where will the program be housed? Explain the rationale for placement in the proposed department.***

***2. How does the proposed idea fit with Wittenberg’s mission, values, and strategic goals?*** *(Please be specific)*

1. ***What are the degree and major area requirements, including prerequisites? This information should be formatted in the same manner as in the Academic Catalog.***
2. ***Are there any new course offerings? Will there be any revisions to existing courses? (Include a listing of the courses and their descriptions.) This information should be formatted in the same manner as in the Academic Catalog. You will also need to submit new course proposals for all new courses if the program is recommended to the faculty for approval.***
3. ***What resources would be needed to support this idea? Specifically, which departments and individuals will need to implement the program and what will their roles entail? Who will direct the program? Have all these departments and individuals agreed to support the proposal?***
4. ***Will the program use full time faculty and/or adjunct faculty? Note professional development or unique qualifications needed. Please attach a three-year staffing plan to the proposal.***
5. ***How will the program connect to, contribute to, or affect other areas of the University? Conversely, what might we need to stop doing in order to implement this program?***

***The Student Base***

1. ***Who are the students that the program will serve? (traditional, non-traditional, new, existing)***

***The Models for Delivery***

1. ***What is the primary delivery format or mix of delivery formats (i.e., face-to-face, hybrid, online)?***
2. ***What approach might you take to delivering the program? Possibilities could include:***
	1. Developing and delivering curriculum via Wittenberg faculty and staff
	2. Purchasing curriculum/program from a third party but delivering it via Wittenberg faculty and staff
	3. Contract with a third party to offer the curriculum to Wittenberg students

***Program Assessment***

1. ***What are the student learning outcomes for the program?***
2. ***Provide a proposed curriculum map which includes the integration of student learning outcomes and where specific key signature assessments are located in the curriculum.***

***Review Section***

***Senior Staff Briefing Date:***

***Educational Policy Committee Review Date:***

* ***Move to forward to faculty for approval?***
* ***Do not proceed: Close Project?***