

## ACADEMIC PROGRAM PROPOSAL FORM

(Revised: March 2022)

**DIRECTIONS:** Use this form when proposing a new major or primary field of study, new emphasis (BAS only), or new degree or certificate (30+credits) program. For more detail on the NSHE program approval process, see the last page of this form.

**DATE SUBMITTED:**

**INSTITUTION:** University of Nevada, Las Vegas

**REQUEST TYPE:**

- New Degree *this is only used for something not listed below*
- New Major or Primary Field of Study *this is usually what is used*
- New Emphasis (BAS only)

**PROGRAM TYPE:**  New Degree  New Major or Primary Field of Study  New Emphasis (BAS only)

<input type="checkbox"/> Associate of Applied Science (AAS)	<input type="checkbox"/> AA/AS
<input type="checkbox"/> Bachelor of Arts (BA)	<input type="checkbox"/> Bachelor of Applied Science (BAS)
<input type="checkbox"/> Master of Science (MS)	<input type="checkbox"/> Bachelor of Science (BS)
<input type="checkbox"/> Doctor of Philosophy (Ph.D.)	<input type="checkbox"/> Master of Arts (MA)
	<input type="checkbox"/> Other or Named Degree: _____

**MAJOR OR PRIMARY FIELD OF STUDY** (i.e. Animal Science):

**INCLUDED IN THE NSHE PLANNING REPORT:**  Yes  No  
(Website for NSHE Planning Reports: <https://nshe.nevada.edu/administration/academic-student-affairs/reporting/planning/>)

**TOTAL NUMBER OF CREDITS TO PROGRAM COMPLETION:**

**PROPOSED SEMESTER/TERM OF IMPLEMENTATION:** *This date should be at least a year from now.*

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**Action requested (specify full program title):**



- vi. **If the program was not included in the NSHE Planning Report, please explain why.**  
Simply state that the program was included on the NSHE Planning Report.

**E. Evaluation of need for the program**

- i. **The need for the program and the data that provides evidence of that need**

Articles, papers, or other materials from the discipline can be linked and referenced here.

## F. Detailed curriculum proposal

- i. **Representative course of study by year** (options, courses to be used with/without modification; new courses to be developed)  
By semester, by year, list the courses to be used in the new program and indicate which courses need to be developed.  
Spell out the course abbreviations and supply full course names.
- ii. **Program entrance requirements**  
What are the admissions requirements?  
Are there any additional requirements that are specific to this program?  
Ensure there is no contradiction with the admissions requirements in the appropriate catalog, undergraduate or graduate.
- iii. **Program completion requirements (credit hours, grade point average; subject matter distribution, preprogram requirements)**
- iv. **Accreditation consideration (organization (if any) which accredits program, requirements for accreditation, plan for attaining accreditation - include costs and time frame)**
- v. **For certificates only: Name of any state, national and/or industry recognized certification(s) or licensing examination(s) for which certificate prepares the student, if applicable**

## G. Method of Delivery (for the purpose of state authorization [SARA])

- i. **How will this academic program be delivered when the program begins?**  
(mark all that apply)
  - 100% face-to-face courses
  - Hybrid (some online courses, some face-to-face courses)
  - 100% online courses
- ii. **Learning Placements**  
Does the academic program have learning placements (e.g. internships, externships, clinical placements, student teaching, etc.) that *may take place outside the state of Nevada*?
  - Yes
  - No

## H. Institutional Review Process

- i. **Date of Faculty Review (may include additional information, as needed)**  
Include results of faculty vote(s).

**ii.**

**1st Fall semester** \_\_\_\_\_

**3rd Fall semester** \_\_\_\_\_

**5th Fall semester** \_\_\_\_\_

From this website: <https://www.unlv.edu/provost/vpap/actions> under “New Program, Degree, Major Proposal” scroll down to number 7 and use the formulas there to determine the FTE for each year.

This must match the cost estimate.

**(2) Explain the methodology/assumptions used in determining projected FTE figures.**

Use the explanation from the website above.

**b. (1) Unduplicated headcount in the Fall semester of the first, third, and fifth year.**

**1st Fall semester** \_\_\_\_\_

**3rd Fall semester** \_\_\_\_\_

**5th Fall semester** \_\_\_\_\_

**(2) Explain the methodology/assumptions used in determining projected headcount figures.**

Describe how the projected headcount numbers were determined.

**iii. Budget Projections – Complete and attach the Five-Year Program Cost Estimate and Resource Requirements Table.**

Please see the attached Cost Estimate.

#### **K. Facilities and equipment required**

**i. Existing facilities: type of space required, number of assignable square feet, space utilization assumptions, special requirements, modifications, effect on present programs**

Describe existing space that will be used and any effect it will have on current programs.

**ii. Additional facilities required: number of assignable square feet, description of space required, special requirements, time sequence assumed for securing required space**

Discuss any space needs. The Dean’s letter of support must include these and that the needs will be supported and actualized by the dean.

**iii. Existing and additional equipment required**

Additional equipment needs must be included in the cost estimate.

#### **L. Describe the adequacy and availability of library and information resources**

Discuss any additional library or other information resources needed. These must be included in the cost estimate.

#### **M. Student services**

- i. Describe the capacity of student support services to accommodate the program. Include a description of admissions, financial aid, advising, library, tutoring, and others specific to the program proposal**

Do not skip any of the highlighted items.

Discuss whether current student services will be sufficient to support the new students in this program.

- ii. Describe the implications of the program for services to the rest of the student body**

Discuss whether current students will notice an impact from new students in this program.

**N. Consultant Reports – If a consultant was hired to assist in the development of the program,**

**NEW PROGRAM PROPOSALS:**  
**PROCESS FOR APPROVAL BY ACADEMIC AFFAIRS COUNCIL AND, IF REQUIRED,**  
**THE NEVADA BOARD OF REGENTS**

(October 2017)

Pursuant to Title 4, Chapter 14, Sections 7 and 8 of the Board of Regents *Handbook* and Chapter 6, Section 12 of the *NSHE Procedures and Guidelines Manual*, a new program, as proposed on this form, must be submitted by the NSHE institution for approval by the NSHE Academic Affairs Council. In addition, certain items must also be approved by the Board of Regents. The required approvals are specified below:

**Program Proposals Requiring NSHE Academic Affairs Council (AAC) Approval Only**

Certificates 30 credit hours or more;

Certificates of at least 9 and less than 30 credit hours that provide preparation necessary to take state, national and/or industry recognized certification or licensing examinations; and

Study abroad programs.

**Program Proposals Requiring NSHE Academic Affairs Council AND Nevada Board of Regents Approval:**

Degree, major or primary field of study for baccalaureate, master's, and doctoral level programs (BA, BS,

MA, MS, P596 (r)-2S.995,5 (r)-3.00.07 n(at)5 (i)mtmt2 ( s)9.00 (t)-4.0098 ( C)5 (o);1.286EMC /LBody A/CID 8 BD