



**Proposal for New Degree, New Degree from Existing Track, New Certificate, or  
New Certification of Professional Achievement (CPA) Program**

*Please insert the requested information in the table below:*

<b>Degree:</b>	
<b>Program Name:</b>	
<b>If this program is currently a track in an existing program but has evolved as a stand-alone program, please indicate the program it's based on:</b>	
<b>Sponsoring School(s):</b>	
<b>Proposed Start Date:</b>	
<b>Name and Email Address of the Primary Contact Person for this Proposal:</b>	
<b>Date of Proposal Submission:</b>	

## Description of Proposed Program

Please complete the questions below and submit this document and the external reviewer list (if applicable) through the APAS system (<https://apas.provost.columbia.edu/>) to begin the review process. *Please note: Firefox is the recommended browser for APAS; functionality may be less optimal when using Internet Explorer or Chrome.*

### 1) Purpose

- A) Describe in 1-2 paragraphs the purpose of the proposed program, its target audience, its content, and its format/pedagogical approaches.

**(Begin description here, same below)**

- B) How does the new program relate to ongoing programs? Will it replace any existing program(s)? Does the proposed program completely or partially duplicate (an) existing program(s) in any other unit of the University?

### 2) Need

- A) Why is the proposed program needed locally, statewide or nationally?
  
- B) Have students at the University or elsewhere requested this program? How many?
  
- C) If the program is professionally oriented, have persons in the profession requested establishment of the program? How have the employment needs of professionals in the field been taken into account when designing the program?
  
- D) What other institutions in the New York metropolitan area and in the Northeast offer similar programs?

### 3) Curriculum

- A) Provide a brief summary of the program, in the form of a one-paragraph catalogue or website description.
  
- B) Indicate the **minimum total number of credits** (or clock hours, as appropriate) required for completion of the program, as well as any other program requirements (e.g., final paper, field placement, capstone project). For Bachelor's programs, please indicate both the total number of credits required for graduation (e.g., 124 or 128), as well as the minimum number of credits within the major or concentration. Also note that the **minimum number of credits is 30 for**

**Master’s programs, 20-24 for Certificate programs, and 12 for Certification of Professional Achievement (CPA) programs.**

C) Please use the table below to list the required, elective, and selective coursework. “Selective” coursework consists of a list of courses from which a student must select a minimum number of credits (but need not take all courses on the list).

<b>REQUIRED COURSES</b>					
Minimum number of required credits = _____	School	Course Number (indicate if course is NEW)	Course Title & Instructor	Indicate whether course is fully, partially, or not at all online	# of Credits
<b>SELECTIVE COURSES</b>					
Minimum number of selective credits = _____	School	Course Number (indicate if course is NEW)	Course Title & Instructor	Indicate whether course is fully, partially, or not at all online	# of Credits
<b>ELECTIVE COURSES</b>					
Minimum number of elective credits = _____	School	Course Number (indicate if course is NEW)	Course Title & Instructor	Indicate whether course is fully, partially, or not at all online	# of Credits

*(Please add new rows above as needed.)*

D) Provide a sample schedule showing the courses the students will take during each semester of the program. For elective or selective courses, simply enter “elective” or “selective.”

<b>Semester 1 (indicate Fall, Spring, or Summer)</b>			
Course Number & Title	Credits	New?	Prerequisites

<b>TOTAL CREDITS FOR SEMESTER:</b>			
<b>Semester 2 (indicate Fall, Spring, or Summer)</b>			
<b>Course Number &amp; Title</b>	<b>Credits</b>	<b>New?</b>	<b>Prerequisites</b>
<b>TOTAL CREDITS FOR SEMESTER:</b>			
<b>Semester 3 (indicate Fall, Spring, or Summer)</b>			
<b>Course Number &amp; Title</b>	<b>Credits</b>	<b>New?</b>	<b>Prerequisites</b>
<b>TOTAL CREDITS FOR SEMESTER:</b>			
<b>Semester 4 (indicate Fall, Spring, or Summer)</b>			
<b>Course Number &amp; Title</b>	<b>Credits</b>	<b>New?</b>	<b>Prerequisites</b>
<b>TOTAL CREDITS FOR SEMESTER:</b>			

*(Repeat or extend table as needed for additional semesters.)*

- E) Please provide the typical number of weeks in the Academic Year for this program, counting Fall and Spring semesters. Note that regulations define a “week” as any 7-day period in which ANY instructional activity occurs; this includes classes, discussion sections, labs, exam periods, and study periods. A single activity in a given week counts as a week of school. Virtually the only weeks not to be counted are orientation week and vacation weeks.
  
- F) Please also indicate the number of weeks IN TOTAL that it would take a typical full-time student to complete the program. For example, for a one-year MS program, which can typically be completed in Fall and Spring semesters, you would likely provide the same answer you gave immediately above (for weeks in the academic year). If a program requires 2 years of study, then you would multiply the number of weeks in the academic year by 2. If Summer terms are included, please include 6-10 weeks, as appropriate, for each Summer term.
  
- G) Does the proposed program rely to a significant extent on courses that are offered by other parts of the University? If so, identify those courses and confirm that you have discussed course availability and capacity with the unit in which those courses are housed.

- H) For any new courses to be developed for this program, provide a draft syllabus and include information on when the courses have been or will be approved by the appropriate Committee(s) on Instruction.
  
- I) Indicate whether course credits earned in the proposed program can also be counted toward another degree or certificate.
  
- J) Please provide a proposed CIP code for the program. A full list of CIP codes can be found [here](#). Please choose the CIP code that most closely aligns with the program. For CIP codes that are defined as STEM, the University requires 75% or more of a program curriculum to be STEM-related, particularly as regards to required courses that all students need to take.

#### **4) Library Resources**

Have you consulted with a library subject specialist about what library resources (e.g., books, databases, journals, streaming video or audio, data sets, etc.) or other support (research consultations, library instruction, etc.) you anticipate needing for this program? If yes, please list those resources expected.

#### **5) Faculty**

- A) Provide the name of the program director and the percent of time this individual will dedicate to leadership of the program.
  
- B) Indicate if the program will require the hiring of new faculty either at its inception or by the time it reaches steady state. If so, indicate the number of new faculty it will require, divided between full- and part-time, the subjects they will teach, and the year(s) of their initial appointment.

#### **6) Students**

- A) Describe the requirements for admission to the program.
  
- B) Provide the anticipated enrollments of students in the program's first five years, and ultimate enrollment once it reaches steady state. Indicate the number of years it will take to grow the program to its full size.

C) If this is a dual-degree program, either between schools of the University or a joint program in collaboration with another institution, describe the support the students will receive from the participating schools or institutions and how the program will ensure that they have access to the courses and resources they will need to complete its requirements.

D) Describe the types of jobs or careers for which the program will qualify its students.

**7) Online Delivery.** If the proposed program will have an on-line component, answer the following questions.

A) Confirm whether the online and in-person programs will be identical with respect to content, admission criteria, student learning objectives, and assessment methods; and if not, indicate how they will differ.

B) What percentage of the program will be offered online?

C) Please describe:

a. The on-line platform you will be using to teach this program;

b. Student support resources that will be available to the on-line students;

c. How you will authenticate the identity of the on-line students in the program.

**8) Evaluation**

A) Describe how the quality of the program will be evaluated, including the frequency of the reviews and who will conduct them. Describe how student input will be obtained as part of the evaluation of the program.

- B) Include a learning outcomes and assessment plan for the proposed program, using the below template.

Program Learning Objectives (PLOs) for Students	Assessment of Learning Outcomes
Please list overall programmatic goals below.	Please indicate primary measures of student learning, which may include direct measures (e.g., coursework) and indirect measures (e.g., alumni outcomes).
PLO 1:	
PLO 2:	
PLO 3:	
PLO 4:	
PLO 5:	

*(You may add more rows to the table above as needed.)*

### 9) External Review for NEW Master’s and Doctoral Programs.

Please provide the names of experts in the field of the program at institutions outside of New York State. Proposed reviewers should be specialists in the area of the program but should not have had an association with Columbia that would compromise the independence of their evaluations. NYSED considers that a conflict of interest exists if a proposed reviewer:

- has had an appointment at the University or is related to someone who has;
- was previously consulted about the development of the proposed program; or
- has a professional relationship with someone at the University such as collaborating on externally funded research and publications.

For new master’s programs, the University must supply one external review; for doctoral programs, two external reviews are required. For this reason, please identify 3 potential reviewers for master’s proposals, and 5 potential reviewers for doctoral proposals.

For each potential reviewer, include institutional affiliation, contact information and a link to the individual’s website which lists his/her educational credential (including where his/her degrees were received) and employment history. If full information on degrees and employment cannot be viewed from the website, NYSED may require that we supply them with the individual’s CV.

*Please note that this requirement does not apply to new DUAL or JOINT degree programs, or to new BACHELOR’s programs; we do not need to submit external reviews for these programs.*

### 10) Finances

- A) Provide an estimate of the new revenues the program will generate in each of its first three years, and when it will reach steady state if that will occur in a later year. In the case of a dual degree or interdepartmental program, indicate how those revenues will be shared.
- B) Provide an estimate of the expenses the program will require in each of its first three years, and when it will reach steady state if that will occur in a later year. Include a breakdown of those expenses by type, using the following categories: 1) new faculty; 2) additional administrative personnel; 3) on-line systems and technical support, when appropriate; and 4) other than personnel services expenses.

- C) Show the net surplus or deficit produced by the program in each of its first three years, and when it will reach steady state if that will occur in a later year.