Planning and Approval of New Degree Programs

Northeastern University

Office of the Provost

Revised as of 11/20/18

The review and approval of new academic programs take place in the steps detailed below. When cross-college programs are involved, proposals should be prepared jointly by the participating sponsors.

Step 1: Preliminary discussion to include appropriate Dean(s) and Provost

Outline of the program under consideration, including its purpose, degree level, unique aspects, and how it contributes to the university's academic and research mission. The Provost and the dean(s) decide whether to proceed with the program proposal.

Step 2: Program Proposal Entered into CourseLeaf

1. Submit curriculum requirements by proposing a new program through the CourseLeaf program management module, accessed through the following link: https://nextcatalog.northeastern.edu/programadmin/

2. Complete all sections of the form– including overview text for the catalog, program requirements, and plan of study grids (when required) for each pattern of attendance. After approval, this information will be migrated into the university catalog.

3. Attach additional required documents to the CourseLeaf record. After selecting the appropriate program type at the top of the form, refer to the ensuing directions on what additional documents to attach to the CourseLeaf record, based on the selected program type.

New Program proposals must include the following information in an attached document (10-15 pages):

i. Program description: Describe the program under consideration, including its purpose, degree level, unique aspects, focus, clientele, program start date and length, total number of credit hours, and proposed implementation date.

ii. Program contributions to the university's mission: How does the proposed program support the college and university missions? Will the proposed program link with related programs within the university and with similar programs at other institutions? If so, how?

iii. Program market analysis:

    a. What is the projected demand for the proposed program? What national, state, or local data can you provide to support the need for more people to be prepared by this program at this level? Describe employment opportunities in the field. What evidence is there that the program will attract high-quality students? Market surveys are desirable to support these predictions. Undergraduate program proposals should include a statement from Enrollment Management summarizing any available market survey data (or noting the absence of such data). Masters, Graduate Certificates, Professional Doctorate surveys may be used to capture student interest as well as employer demand. PhD market analysis needs to assess student interest and competitors as well as demonstrate the reputational position of the new PhD program compared to other institutions, and the ability to secure external sources of funding (both conventional and nonconventional sources) to support the PhD program.

    b. List any similar programs offered by competitors in both the Boston and broader markets. Make a compelling case for why Northeastern should initiate a new program in competition with such programs.

    c. Which existing degree programs, if any, may be predicted to lose students if students are recruited into the new program? What gains and risks are involved for existing programs at

Northeastern?

iv. Program requirements

    a. Admission criteria and process

    b. Degree requirements

        1. Credit hour requirements

        2. Experiential components

        3. Minimum academic standards in addition to university requirements (if applicable)

        4. Requirements, as applicable, such as residency requirement, qualifying examination, comprehensive examination, proposal defense, language or tool requirements, field component, teaching, thesis or dissertation requirements. For PhD programs, state the point at which doctoral students become degree candidates.

v. Program assessment (based on the NECHE E-series)

    a. List the student learning outcomes for this program.

    b. Where will the learning outcomes be published? Include specific URLs if they are known.

    c. Other than GPA, what data/evidence will be used to determine that graduates have achieved the stated outcomes for the degree (e.g., surveys, interviews, artifact evaluations)?

    d. Who interprets the evidence? What is the process for interpretation?

    e. In the case of a PhD program, what are the procedures used for incorporating individualized development plans and annual review of students into program assessment?

    f. Describe how assessment results will be utilized to improve the program's effectiveness.

    g. Provide a timeline for assessment of the program's success.

vi. Program accreditation or adherence to licensing standards (if applicable):

    a. Identify the accrediting/licensing body.

    b. Describe any communication with the accrediting/licensing body.

    c. Provide a timeline describing the steps needed to achieve accreditation.

    d. Indicate any costs/resources required to comply with accreditation/licensing requirements.

vii. Resources

    a. Assess the faculty strength and expertise currently available to the program and identify any additional faculty resources needed to produce a strong program known for excellence.

        1. PhD program proposals should include a statement from the college(s), indicating a concrete plan to provide 5-year, 12-month per year funding to all new PhD students.

        2. For any college that is new to offer any PhD program, a justification consistent with NECHE criteria should be provided in the proposal regarding the qualifications of its faculty and a research base (e.g., number of research active faculty, faculty expertise, external funding, publications, etc.) that can support a sustainable PhD program.

        3. List the current tenured and tenure-track Northeastern faculty who are expected to teach as core faculty in the new program and briefly describe their major accomplishments in research, scholarship, or creative activity in the area of the program. If additional tenure-track faculty will be needed by the program, note whether they will be added by reallocation within the college or by requested new tenure-track lines, and when any new faculty are expected to be hired. If the program relies on non-tenure-track and part-time instructors for required courses, project what proportion of courses in the new program will be taught by tenure-track faculty, by full-time non-tenure-track faculty, and by part-time faculty. What will be the desired academic or professional qualifications of the program's non-tenure-track faculty?

Identify any additional non-tenure-track faculty resources needed by the proposed program.

b. Describe any space needs for the program.

c. Describe library resources needed for the program.

viii. Budget (for Provost Office review only)

a. Provide detailed information on the start-up budget needed (prior to any revenue) including marketing expenses.

b. Using the form below, provide projected enrollment and estimated revenue and expenses for the first five years of the program.

Year	Application Fees	Total Projected Full-Time Headcount	Total Projected Part-Time Headcount	Total Student Credit Hrs* Taught	Projected Tuition Revenue @ current rates	Total Expenses (current & new funds) exclude Tuition remission	Total Projected Tuition Remission Expenses	Projected Revenue Less Projected Expenses
One								
Two								
Three								
Four								
Five								
Notes:								

c. Will any new funds for this program, including tuition remission be required? If so, how much?

Year	Total New Tuition Remission Required (including ongoing new funds from prior year)	Total Other New Funds Required (including ongoing new funds from prior year)	Total New Funds Required -tuition remission and other (including ongoing new funds from prior year)
One			
Two			
Three			
Four			
Five			

    d.   Include any additional information for consideration.

Note: Steps 3-9 are built into the CourseLeaf workflow.

Step 3: Review by appropriate Department(s) and College(s) based units as applicable. The dates and outcomes of department and college votes should be recorded as a comment in the CourseLeaf record before approval at each level. (E.g., "Approved 8-0-1 by [college committee] on December 2, 2018.")

Step 4: Review by University Undergraduate Curriculum Committee and/or Graduate Council—as applicable— with oversight by the appropriate Vice Provost. The date and outcome of the university committee votes should be recorded as a comment in the CourseLead record before approval. (E.g., "Approved by the UUCC 14-0-0 on December 8, 2018.")

Step 5: Review by Office of the Provost

   i.   Applicable Sr. Vice Provost(s)

  ii.   Sr. Vice Provost for Budget, Planning and Administration

 iii.   Provost

Step 6: Review by Faculty Senate. Proposals must be reviewed by the Senate Agenda Committee before review by the full Faculty Senate

Step 7: Review by the President

Step 8: Review by the Board of Trustees