**New Degree**

**Phase I Template**

**Undergraduate Degree Programs**

Please fill out the template according to the instructions included throughout the document. Please note that **black text** should remain in the document. **Blue text** should be deleted or replaced with proposal-related content.

**I. Basic Program Information**

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| --- | --- |
| Institution (official name) | Virginia Polytechnic Institute and State University |
| Degree Program Designation | Example: Bachelor of Science |
| Degree Program Name/Title | Example: Public Health |
| CIP code\* | Consult with the Registrar’s Office |
| Anticipated Initiation Date | Consult with the Registrar’s Office |
| Governing Board Approval Date (actual or anticipated) | Consult with the Registrar’s Office |

\*For more information - [Classification of Instructional Programs (CIP)](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55)

**II. Curriculum Requirements.** Address the following using appropriate bolded category headings. The curriculum section should provide a list of the courses included in the curriculum. Per SCHEV policy, curricula must share a common core of courses. The common core requirements are as follows:

Bachelor’s degrees – 25 % of total credit hours required for the degree, excluding the general education courses.

\*Consult with Registrar’s Office for curriculum development

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| **General Education Requirements**: **(XX credit hours)**  List any general education course restrictions including course descriptor/designator, name, and credit hour value. Indicate new courses with an asterisk. If not applicable, delete this heading.  **Degree Core Courses: (XX credit hours)**  List degree core coursework including course descriptor/designator, name, and credit hour value. Indicate new courses with an asterisk\*  **Major Core Courses: (XX credit hours)**  List major core coursework including course descriptor/designator, name, and credit hour value. Indicate new courses with an asterisk\*  **Additional requirements**  List information related to additional requirements (e.g., internship, practicum, research, electives) including course descriptor/designator, name, and credit hour value. Indicate new courses with an asterisk\*  **Total Credits: 120** |

**III. Student Learning Outcomes.** Use bullets to list outcomes. (max. 250 words)

Specific learning outcomes directly related to core coursework and required courses for all students. Terms/verbs used should demonstrate various levels of knowledge (as indicated in Bloom's taxonomy).

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For more information - [Student Learning Outcomes versus Program Outcomes](https://aie.vt.edu/content/dam/aie_vt_edu/institutional-effectiveness/academic-program-assessment/office-handout-series-differences-between-SLOs-and-POs.pdf)

**IV. Workplace Competencies/Skills.** Use bullets to list outcomes. (max. 250 words)

Using action verbs, include specific competencies/skills that all program graduates will be able to do on a job after completing the program. These should be written as they might appear in a job announcement under competencies/ skills required for the position.

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**V. Duplication.** Provide information for each existing degree program at a Virginia public institution at the same degree level. Use SCHEV’s degree/certificate inventory ([SCHEV C01A2](https://research.schev.edu/Completions/C1Level2_Report.asp)) for degrees granted data. Include all degrees in the SCHEV inventory with the same or similar CIP codes/program area.

| **Institution** | **Program degree designation, name, and CIP code** | **Degrees granted (most recent 5-yr average)** |
| --- | --- | --- |
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**VI. Labor Market Information.** Fill in the tables below with relevant information from the Bureau of Labor Statistics (BLS) and Virginia Employment Commission (VEC). Insert correct years (20XX and 20YY) to reflect the most recent 10-year projections. Add rows as necessary.

**Labor Market Information: Bureau of Labor Statistics, 20­­\_\_-\_\_ (10-Yr)**

Go to the [Occupational Employment Statistics](https://www.bls.gov/ooh/)websiteand search the Occupational Outlook Handbook for occupations that would be aligned with the degree program under development. Once you select an occupation to search, a new page will open with a list of potential occupations. Select one of the occupations and on the following page, select the Job Outlook tab. Please include all related occupations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Occupation | Base Year Employment | Projected Employment | Total % Change and #’s | Typical Entry Level Education |
|  |  |  |  |  |
|  |  |  |  |  |
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**Labor Market Information: Virginia Employment Commission, 20­\_\_-20\_\_ (10-Yr)**

Go to the [VEC Long and Short-Term Occupational Projections](https://virginiaworks.com/occupational-projections?page79862=1&size79862=12&page80257=1&size80257=12&page81630=1&size81630=12&search80257=food&search81630=food%20scientist#Long-Term-Occupational-Virginia-2016-2026-Projections-2536) page to determine the long-term occupational projects for occupations aligned with the degree program under development. Please include all related occupations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Occupation | Base Year Employment | Projected Employment | Total % change | Annual Change # | Education |
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**VII. Projected Resource Needs**

In the table below, indicate the projected enrollment including the total number of students that are expected to enroll in the program (Headcount) and the projected number of students that will be full time in the program (FTE) by in-state and out-of-state status. Estimated tuition and E&G (Educational and General) fees should be based on the current year with full-time enrollment assumptions of 30 credits (15 cr/sem) for undergraduate programs. Only fall and spring semesters are included in this calculation (i.e., no Summer). These values, along with the projected revenue from tuition and E&G fees, should be determined and calculated by the department/ unit’s fiscal manager. Finally, include potential revenue from other funding sources.

| **Cost and Funding Sources to Initiate and Operate the Program** | | | |
| --- | --- | --- | --- |
| **Informational Category** | | **Program Initiation Year**  **20\_\_ - 20\_\_** | **Program Full Enrollment Year[[1]](#footnote-1)**  **20\_\_ - 20\_\_** |
| 1. | Projected Enrollment (Headcount) |  |  |
| 2. | Projected Enrollment (FTE) |  |  |
| 3. | Projected Enrollment Headcount of In-  State Students |  |  |
| 4. | Projected Enrollment Headcount of Out-  of-State Students |  |  |
| 5. | Estimated Annual Tuition and E&G  Fees for In-State Students in the  Proposed Program | $ | $ |
| 6. | Estimated Annual Tuition and E&G  Fees for Out-of-State Students in the  Proposed Program | $ | $ |
| 7. | Projected Total Revenue from Tuition  and E&G Fees Due to the Proposed  Program | $ | $ |
| 8. | Other Funding Sources Dedicated to the Proposed Program (e.g., grant, business entity, private sources) | $ | $ |

**VIII. Virginia Needs.** Briefly indicate state needs for the degree program. (max. 250 words)

Provide a brief justification for the program at the degree level and in the discipline. Include in this section how the degree program responds to a specific existing or emerging need. Some questions to consider as part of this section: *What is occurring in the field and/or society that warrants/indicates a demonstrated need for the proposed program at the proposed level? What evidence demonstrates that the degree program is needed? What evidence demonstrates that the Commonwealth needs this degree program or will need it in the future (visionary) to address emerging disciplines, industry, or societal needs? How was future need determined? What is the need for the program among the institution’s stakeholders (e.g., regional/local communities, local/state industries)?*

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1. For the “Full Enrollment Year” use: for associate degrees, initiation year plus 1; for baccalaureate degrees, initiation plus 3; for masters degrees, initiation plus 2; for doctoral degrees, initiation plus 3. [↑](#footnote-ref-1)