

**APPENDIX A**

**UNIVERSITY OF NORTH CAROLINA**

**NOTIFICATION OF INTENT TO PLAN  
A NEW BACCALAUREATE OR MASTER'S PROGRAM**

THE PURPOSE OF ACADEMIC PROGRAM PLANNING: Planning a new academic degree program provides an opportunity for an institution to make the case for need and demand and for its ability to offer a quality program. This notification and planning activity to follow do not guarantee that authorization to establish will be granted.

Date: \_\_\_\_\_

**Constituent Institution:**

\_\_\_\_\_

CIP Discipline Specialty Title:

\_\_\_\_\_

CIP Discipline Specialty Number: \_\_\_\_\_ Level: B \_\_\_\_\_ M \_\_\_\_\_ I \_\_\_\_\_

Exact Title of the Proposed Program

\_\_\_\_\_

Exact Degree Abbreviation (e.g. B.S., B.A., M.A., M.S.): \_\_\_\_\_

Does the proposed program constitute a substantive change as defined by SACS? Yes \_\_\_\_\_ No \_\_\_\_\_

- a. Is it at a more advanced level than those previously authorized? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Is the proposed program in a new discipline division? Yes \_\_\_\_\_ No \_\_\_\_\_

Approximate date for submitting the Request to Establish proposal (must be within one year of the date of submission of notification of intent to plan):

\_\_\_\_\_

Proposed date to establish degree: *month* \_\_\_\_\_ *year* \_\_\_\_\_ (Date can be no sooner than six months after the date of notification of intent to plan and must allow at least three months for review of the request to establish, once submitted.)

1. Describe the proposed new degree program. The description should include:
  - a. a brief description of the program and a statement of educational objectives
  - b. the relationship of the proposed new program to the institutional mission and how the program fits into the institution's strategic plan and its response to UNC Tomorrow
  - c. the relationship of the proposed new program to other existing programs at the institution
  - d. special features or conditions that make the institution a desirable, unique, or appropriate place to initiate such a degree program.

2. List all other public and private institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program.
3. Estimate the number of students that would be enrolled in the program during the first year of operation: *Full-Time* \_\_\_\_\_ *Part-Time* \_\_\_\_\_
4. If there are plans to offer the program away from campus *during the first year of operation*:
  - a. briefly describe these plans, including potential sites and possible method(s) of delivering instruction.
  - b. indicate any similar programs being offered off-campus in North Carolina by other institutions (public or private)
  - c. estimate the number of students that would be enrolled in the program during the first year of operation: *Full-Time* \_\_\_\_\_ *Part-Time* \_\_\_\_\_
5. List the names, titles, e-mail addresses and telephone numbers of the person(s) responsible for planning the proposed program.

This intent to plan a new program has been reviewed and approved by the appropriate campus committees and authorities.

**Chancellor** \_\_\_\_\_