Protocol for Submitting a Proposal for a New Accredited Doctoral Degree Program

1. Complete New Program Proposal
   a. Proposal Guidelines
      i. A proposal for a new program should be well organized, accurate, and clearly written. Authors should recognize that reviewers may not be familiar with the discipline and write the proposal in a manner that addresses all the required items. Incomplete or unclear submissions may be denied, in which case the revised proposal may be submitted and reviewed. Proposal should include the following:
         1. Program Summary
         2. Description   Description of the program
            3. Mission
               a. How does it meet and serve the mission of the university?
            4. Market and Need
               a. Potential markets for recruitment
            5. Proposed student enrollments
            6. Faculty Needs
               a. Expertise requirements
               b. Approximate full time and adjunct
            7. Administration and Support Staff
            8. Library and Digital Resources
            9. Facilities
               a. Office, classroom, laboratory space/renovation
            10. External Factors
               a. Competition
               b. Possible collaborations
            11. Operating Revenue and Costs
            12. Documented Support
            13. Appendices A-D
               a. Budget
               b. Curriculum Matrix
               c. Documentation of Support

2. Accreditation
    a. Identify the accrediting body and determine requirements for approval
        i. Summarize the process, including timelines and fees.
    b. Work with key university stakeholders to determine the necessary financial investment, personnel, time and resources necessary to apply for and satisfy accreditation requirements.

3. Submission
    a. Submit a proposal with accreditation information to the President and the Provost and Vice President for Academic Affairs for approval.

4. Conduct Feasibility Study
    a. A feasibility study is an assessment of the practicality of a proposed program. Elements that may be included are program rationale, market niche, demand for graduates, competitors and their location, trends in applicants etc.

5. President's Council Support

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9. Complete Accreditation Application Process
    a. Based on the guidelines offered by the accrediting body, in collaboration with program leadership and key units within the university, complete the self study for submission.
    b. Finalize a timeline, if appropriate, for the steps necessary to achieve accreditation and share with university personal
    c. Develop Curriculum

10. Identify and form Committees

11. Board of Trustees Approval
    a. Work with the Office of the President to determine the timeline, drafting of necessary motions and supplementary materials necessary to achieve Board of Trustees Approval.