

**Guidelines for providing justifications for new programs - NOT new courses - that do not go through SCHEV approval (e.g., Accelerated Master's, Concentrations, and Minors):**

I recommend that we suggest new proposals contain sufficient justification/information from at least 2 of the following categories:

- Student surveys in which a reasonable number of students have participated
- Interest from external entities (for example, Federal Agencies/Industries who are seeking students with a specific knowledge base)
- Data from other universities with similar programs, including their success rates, if available.
- Obtaining letters of endorsement from other universities with similar programs that have been a success.
- Reference to the Bureau Labor of Statistics "Occupational Outlook Handbook", which is a great resource to help justify new programs and contains information regarding typical educational requirements, number of jobs, job outlook, etc. The link for the Handbook is the following:  
<https://www.bls.gov/ooh/>
- Strong recent trends that point to future demand for the proposed program
- New program provides part of the required skill set for future job success
- New program fulfills a previously unmet niche and has a strong potential to encourage other universities/entities to follow suit

Additional Relevant Feedback:

- "It would be helpful to have some examples on the Program Approval Form under "Reason for the New Program", and similarly on the Program Management system using a help bubble under "Justification", to provide what information is expected."
- "If it's only for programs/certificates/minors, then we should be fine. And, honestly, it makes sense to justify the investment of time and energy required to build entirely new programs by establishing demand."
- "If [course] are not part of this, then I don't think we need to do much. I think we can justify [concentrations and minors] without problem as long as the guidelines are not too time-consuming or busy-work."