

**Proposing a New Graduate Certificate At Appalachian**  
**Additional Information Required by the Graduate AP&P (attach to APP Proposal)**

**DESCRIPTION OF THE PROGRAM**

1. Describe the proposed program (i.e., its nature, scope, and intended audience).
2. List the mission, vision, goals, objectives, and measures of the program, as they would be included in XitracS.
3. Describe the relationship of the program to other programs currently offered at Appalachian, including the common use of: (1) courses, (2) faculty, (3) facilities, and (4) other resources.

**JUSTIFICATION FOR THE PROGRAM**

1. Describe the proposed program as it relates to:
  - the institutional mission and strategic plan and response to UNC Tomorrow
  - student demand (target audience, recruitment strategies)
  - societal need (specifically, cite manpower needs in North Carolina and elsewhere, Bureau of Labor Statistics on sustained demand for graduates/certificate completers.)
  - impact on existing graduate programs of your institution. (e.g., Will the proposed program strengthen other programs? Will it stretch existing resources?)
2. Identify similar programs offered elsewhere in North Carolina. If the program is similar to other UNC programs, explain a) why is it necessary or justified and b) why demand could not be met through a collaborative arrangement (perhaps using distance education) with another UNC institution.

**ENROLLMENT**

Use the format in the chart below to project your enrollment in the proposed program for four years and explain the basis for the projections:

	Year 1	Year 2	Year 3	Year 4
Full-time				
Part-time				
<b>TOTALS</b>				

**PROGRAM REQUIREMENTS AND CURRICULUM**

1. Program Planning. Describe the planning process for this program. If applicable:
  - List the names of institutions with similar offerings regarded as high quality programs by the developers of the proposed program.
  - List other institutions visited or consulted in developing this proposal. Also discuss or append any consultants' reports, committee findings, etc., generated in planning the proposed program.
2. Program Requirements. List the following:
  - Admissions requirements.
  - Completion requirements. List the following: Total hours required; proportion of courses open only to graduate students to be required in program; other requirements (e.g. comprehensive exams, thesis, proficiency).
  - Provide a program summary table, as would be listed in the graduate bulletin, indicating and describing new courses to be added.

**Proposing a New Graduate Program Certificate  
At Appalachian Additional Information Required by the Graduate AP&P  
(attach to APP Proposal)**

**FACULTY**

1. List the names of faculty who will be directly involved in the proposed program.
2. List faculty in other programs or departments who will or might be involved with the new program, either by teaching courses or serving on thesis or dissertation committees.
3. Estimate the need for new faculty for the proposed program over the first four years. If the teaching responsibilities for the proposed program will be absorbed in part or in whole by the present faculty, explain how this will be done without weakening existing programs.

**LIBRARY**

Provide a statement as to the adequacy of present library holdings for the proposed program. The explanation should discuss the need for books, periodicals, reference material, primary source material, etc. What additional library support must be added to areas supporting the proposed program?

**FACILITIES AND EQUIPMENT**

1. Describe the effect of this new program on existing facilities and indicate whether they will be adequate, both at the commencement of the program and during the next decade.
2. Describe current and future space needs (Office space for graduate students? Offices for new faculty? Labs?)
3. Discuss any information technology services needed and/or available.
4. Discuss sources of financial support for any new facilities and equipment.

**ADMINISTRATION**

Describe how the proposed program will be administered, giving the responsibilities of each unit. Explain any inter-departmental or inter-unit administrative plans.

**ACCREDITATION**

Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe any plans to request professional accreditation.

**SUPPORTING FIELDS**

Are other subject-matter fields at Appalachian necessary or valuable in support of the proposed program? Is there needed improvement or expansion of these fields? To what extent will such improvement or expansion be necessary for the proposed program?

**EVALUATION PLANS**

All new program proposals must include an evaluation plan: (a) the criteria to be used to evaluate the quality and effectiveness, (b) measures to be used to evaluate the program, (c) expected levels of productivity of the proposed program for the first four years of operation (number of graduates/certificate awardees), (d) the plan and schedule to evaluate the proposed new program prior to the completion of its fifth year of operation.

**FINANCIAL INFORMATION**

**Proposing a New Graduate Program Certificate At Appalachian**  
**Additional Information Required by the Graduate AP&P**  
**(attach to APP Proposal)**

Graduate programs are not cost-neutral, and support for a proposed new program must come from reallocation of existing resources and from new monies from a variety of non-state sources.

In table form, estimate annual projected revenue from the proposed program and faculty for the first five years.

- Tuition (estimate % of resident and nonresident students)
- Program fees (if applicable)
- Grants and contracts
- Gifts, endowments
- Other

In table form, estimate annual program expenses for the first five years

- Assistantships (number of positions, amount of stipends)
- New faculty lines (include start-up costs if applicable)
- Equipment
- Student research funding (for thesis and research-focused programs)
- Recruitment and marketing
- Other?

**ADDITIONAL INFORMATION**

Include any additional information deemed pertinent to the review of this new program. For example, if the proposed program is a Professional Science Master's degree, include a list of proposed external advisory board members.