LESS THAN 50% NEW CONTENT:

BACHELOR’S OR MASTER’S DEGREE FORM

& PROPOSAL GUIDANCE

1. Have you submitted the Degree Planning Notification (PLA) request?

☐Yes ☐ No

* 1. The Degree Planning Notification must be submitted to the provost by the school dean prior to submission of the full proposal. Dr. Inga H. Musselman will give her preliminary approval to Dr. Serenity Rose King, associate vice president for institutional success and decision support; she will submit the PLA to THECB.
  2. If no, please download the [PLA request form](https://go.utdallas.edu/new-degree-planning-notification-request) and submit a completed copy to the Provost and Dr. King.

1. The program and/or school faculty may schedule a consultation with Dr. King for support on completing proposals. She can be reached at [serenity.king@utdallas.edu](mailto:serenity.king@utdallas.edu) or by telephone, 972.883-6749.
2. This form will be used for both state-supported and self-supporting (non-formula funded) programs. Please select the appropriate checkmark in the funding model section.

**Required Attachments Checklist:**

Full Curriculum & Recommended Course Sequence

Proposal’s assessment plan

* + Download the [assessment plan](https://go.utdallas.edu/degree-assessment-form) and contact Dr. Gloria Shenoy by email, [gloria@utdallas.edu](mailto:gloria@utdallas.edu), or by telephone, 972.883.6786 for further discussion and assistance.

New Bachelor's & Master's Less than 50% New Content Proposal ([embedded section in this form below)](#Bachelor)

Bachelor's or Master's - Less than 50% New Content

**Please fill out the following sections. Required attachments & approvals for each request type are listed below. Some information has been prefilled.**

**Institution**: *The University of Texas at Dallas*

**Planning Notification (PLA) Request:** *[OISDS will provide the THECB PLA ID number previously submitted]*

**Administrative Unit Name** [e.g., School or Department Name & OISDS will provide the THECB ID number for the school/department]:

**FICE Code:** *009741*

**Proposed degree program effective date:**

**Degree Level:**

**Proposed Degree Code Abbreviation** (e.g. MA):

**Proposed Degree Code Description** *(e.g. Master of Arts:*

**Proposed Degree Program Title** (e.g. Psychology):

**Degree Program CIP Code:**

**CIP Code Name:**

*The Office of Institutional Success and Decision Support (OISDS) staff will assist the school/program faculty to assign the CIP code and name. Note that THECB no longer accepts CIP codes that end in ’99.’*

If the CIP code selected is outside the norm for the discipline, please provide a brief justification:

If the institution has an existing degree program with the same CIP code and degree designation, provide a brief description of how this degree program is distinct (use the [institution's program inventory](https://apps.highered.texas.gov/program-inventory/?view=InvSearch) for reference, if needed and/or OISDS staff will provide assistance).

**Proposed SCH Required**:

If the proposed program exceeds the maximum SCH allowed for the specified degree level (e.g. 120 SCH for a bachelor's degree), please provide the rationale:

**Planned funding model for the first 5 years of the program:**

Formula-funded

Self-supported (please list whether the program is Cohort or Executive Education)

Other (please describe)

**Modality** - Please identify the modalities in which a student will be able to *fully complete* the program. (select all that apply):

In-person

Hybrid *(50%-99%)*

100% Online

THECB note: Refer to the approved [distance education definitions](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)

*If modality = in-person or hybrid delivery*

Will more than 50% of the program's instruction take place at an off-campus location?  Yes  No

*If yes,*

Name of off-campus location:

Address of off-campus location:

Does the program include any *new* degrees or certificates not yet submitted that are fully embedded within the degree program not yet approved for delivery?  Yes  No

*If yes,*

**For THECB purposes** - Degree or certificate:  Degree  Certificate

Degree/Certificate Title:

Degree/Certificate Designation:

SCH Required:

CIP Code:

Proposed effective date:

For multiple degrees, duplicate the “if yes” section for each of the new degrees, and provide the details for each.

**For UT Dallas purposes**:  For a proposed bachelor’s program only, will it be offered as a fast track?  Yes  No

**Certifications**

*Certification of Accuracy*

I certify that all information provided in this form is true, accurate and complete.

*Certification for Distance Education*

I certify that any program submitted for approval with distance education components is in compliance with the Principles of Good Practice for distance education and that the institution has an approved Institutional Plan for Distance Education (for questions about IPDE’s please contact [Digitallearning@highered.texas.gov](mailto:Digitallearning@highered.texas.gov)).

**Required Approval Contact Information**

* Proposal Contact: *name, email, phone:*
* Submitter Contact: Dr. Serenity Rose King, [serenity.king@utdallas.edu](mailto:serenity.king@utdallas.edu), 972-883-6749
* CAO/Designee Approval Contact: Dr. Inga H. Musselman, [Inga.Musselman@utdallas.edu](mailto:Inga.Musselman@utdallas.edu)*, 972-883-2271*
* Board/Designee Approval Contact: *name, email, phone* (leave this blank)

Bachelor's or Master's - Less than 50% New Content

**THECB Additional Required Fields:**

How many *new* courses will be developed for the program?

Estimated *new* faculty or instructor FTE required to support the program in the first 5 years?

THECB note: The two questions above are meant to be initial indicators of how much new content is being developed for the new program. THECB staff understand that new courses may not necessarily indicate *new content* and will follow up with institutions if there are additional questions.

If degree level = bachelor’s

If the proposed CIP code for the bachelor's degree program aligns with one of the [approved Texas Direct Fields of Study](https://www.highered.texas.gov/our-work/supporting-our-institutions/program-development/texas-direct/), please provide the Directed Electives courses accepted for the Texas Direct degree.

**Required Attachments:**

* Full Curriculum & Recommended Course Sequence *(no required format)*

**UT Dallas note: if you are submitting separate attachments (see first page), please include the following information on each attachment; it will allow THECB to cross-reference them to the submitted form.**

Institution: *The University of Texas at Dallas*

Administrative Unit Name [e.g., School or Department Name]:

Proposed Degree Name & Designation:

Proposed CIP Code:

Submitter Name: Dr. Serenity Rose King, [serenity.king@utdallas.edu](mailto:serenity.king@utdallas.edu), 972-883-6749

Proposal (School/Program Faculty) Contact Name, Email, Phone:

**For UT Dallas purposes:**

Section A: Program Summary

Provide a brief description of the program and expected outcomes for students.

Section B: Program Demand & Labor Market Information

Provide a summary of *additional or unique* labor market need or any discipline-specific context for the anticipated labor market demand. This could include national labor market demand, academic specialization, specific geographic or community need, etc. *(no word limit, but no more than one page is recommended).*

Please complete the enrollment projections table below for the proposed degree to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollments for the first five years. Include summer enrollments, if relevant, in the same year as fall enrollments. Subtract students as necessary for projected graduations or attrition. Provide explanations of how headcounts, FTSE numbers, and attrition were determined. Define full-time and part-time status.

**Enrollment Projection for Proposed Degree**

|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| --- | --- | --- | --- | --- | --- |
| **Total New Students** |  |  |  |  |  |
| Attrition |  |  |  |  |  |
| **Cumulative Headcount** |  |  |  |  |  |
| FTSE |  |  |  |  |  |
| Graduates |  |  |  |  |  |