**All fields are required.**

**Section A: General Information**

1. Name of Proposed Program:

2. Sponsoring Department, School and/or College:

3. Estimated Time to Complete Proposed Program (in years):

4. Proposed 2020 CIP Code and Description:

5. Anticipated Start Date (MM/DD/YYYY):

6. Level(s) of Proposed Program:

* + Undergraduate
  + Graduate

7. All Program Format(s)

* Distance Education
* Evening
* Standard
* Weekend

**Section B: Program Curriculum**

1. Program Description (500 words or less):

2. Program Curriculum:

3. Number of Credits:

4. Program Learning Outcomes (500 words or less):

**Section C: Assessment**

1. Describe your institution’s plan for periodic evaluation of program effectiveness. Include criteria that will be used to determine effectiveness (500 words or less):

**Section D: Need**

The proposed program must meet one or more specified needs within the state or region. Clear and convincing evidence must be provided of the reality and extent of such need (500 words or less):

2. If the program fills a regional workforce need, describe collaboration between your institution and regional employers in program development (500 words or less):

**Section E: Duplication**

1. Identify where similar degree programs are offered by other public higher education institutions in New Mexico (500 words or less):

2. If similar programs are offered at other public higher education institutions in New Mexico, provide a rationale for offering an additional program (500 words or less)

**Section F: Enrollment and Graduation Projections**

1. Establish realistic enrollment, retention, and graduation targets for this program:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| New Students |  |  |  |  |  |
| Cont. Students |  |  |  |  |  |
| Graduates |  |  |  |  |  |

2. Rate Targets:

|  |  |  |
| --- | --- | --- |
| Annual Retention Rate Target % | Target 100% Graduation Rate % | Target Job Placement Rate % |
|  |  |  |

**Section G: Institutional Readiness**

1. Describe the faculty resources that are needed to initiate the program. Will any additional faculty be needed? (500 words or less):

2. Describe the library and other academic support resources that are needed to initiate the program. What, if any, additional resources will be needed? (500 words or less):

3. Describe the physical facilities of the institution that will be used for the first five years of the program. Will additional space or modifications of existing space be required within the first five year of program operation? (500 words or less):

4. Describe the institution’s equipment and technological resources needed for the first five years of the program. What, if any, additional equipment will be needed? (500 words or less):

5. Describe any other operating resources needed to initiate the program (500 words or less):

6. Are there existing external facilities that will be used? Have agreements been established to ensure use of those facilities? For example, if you are offering a graduate nursing program, have you established a partnership with local hospital(s) and other clinical settings? (500 words or less):

**Section H: Project Budget**

Provide a clear analysis of the projected cost of the proposed program and the sources of funding that will support it for the first five years that the program will be offered. Include a discussion of how any of the needed resources discussed in **Section G** will be addressed. **Section H** should be completed in collaboration with your institution’s financial office.