**New Program Case Statement**

**I. Program Relevance**

* How is this program consistent with the mission of Florida Tech?
* How is this program consistent with the mission of the department/college?

**II. Program Demand**

* Market
	+ Are there current trends or forecasts for interest in this program? If so, what are they and what are your sources of information.
	+ What is the local market for this program?
	+ What is the state/regional market for this program?
	+ What is the national market?
	+ What is the international market?
* Enrollment
	+ How many new full-time/part-time students are expected to enroll in the first year?
	+ What is the enrollment outlook five years from now?
	+ What other universities offer this program? How large (enrollment) are those programs?
* Academic/Employment Opportunities
	+ What are the employment opportunities after graduation?
	+ If this is an undergraduate program, what are the graduate program opportunities?
* Delivery Aspects
	+ Will this program be offered to a “non-traditional” audience (part-time students, evening/weekend classes, distance learning, other)? Please indicate all that apply.
	+ Is internship part of the program? If so, will it be required? Will the internship be paid or unpaid?
	+ In the case of the Department of Extended Studies, will the program be site-specific or will it be available to all sites?

**III. Academic Considerations**

* What are the admission requirements? For example, will the admission requirements be the same as those given in the university catalog for undergraduate and graduate applicants, or will there be additional requirements?
* Is the proposed program a substantive change according to SACSCOC? (Please verify with the university’s Accreditation Liaison.)
* Student-Learning Assessment (See [APAC Policies and Procedures](https://fltech.sharepoint.com/%3Ab%3A/t/AssistantProvostOffice/EcG2ZeJ78bFNvktoA5qDmgcBFa_jbQHpSEnaLxb9qPgEGg?e=NbJdRM)) for the required number and type of assessment items. Academic Program Assessment Plan must be approved by the APAC before the program is reviewed by any curriculum committees.)
	+ In what courses, or program deliverable (such as thesis, dissertation, final program examination, etc.), will the students be assessed for program-level student learning?
	+ List the program-level student-learning Outcomes, Measures, and expected Targets for this program.
* Is programmatic accreditation required or proposed for the program? If so, what are the minimum requirements for accreditation? What is the timetable for achieving accreditation status? (Please verify with the departmental/college accreditation liaisons.)
* What impact will the program have on existing programs within the academic unit, college, or university? For example, will it replace an existing program or complement/compete with another program? Which programs will be affected?
* What impact will this program have on the resources of other academic units? Will other academic units have to offer new or more sections of existing courses to accommodate this program?

**IV. Financial Resources/Uses**

* Can the program support itself financially? Provide a completed [5-year Financial Plan](https://fltech.sharepoint.com/%3Ax%3A/t/AssistantProvostOffice/EfGazdqme0pMnQbcDXubSf4BG5uFfSL66DClGUo42U7fnA?e=FTgX7g) to support your answer.
* Will new courses (academic unit and/or service) be required? Explain.
* Will new faculty (academic unit and/or service) be required? Explain.
* Will new support staff be required? Explain.
* Will new GSAs or adjuncts be required? Explain.
* Will new equipment, labs, or other facilities be required? Explain.
* Will new library resources be required? Explain.