**Approval of New X.X. in *Program Name* Program**

*Offered on the Melbourne main campus through the College of \*\*\**

**Common Content A – Background and Context**

1. Abstract
   1. Florida Institute of Technology (herein, called “Florida Tech”) is starting a new program: X.X. in *Program Name*.

This program is intended to be implemented beginning on <*enter date*>. Applicants to the program will not be admitted to any academic term that begins prior to this date.

* 1. The program is projected to enroll approximately \*\*\* students in its first term.
  2. The program is intended to be offered for an indefinite period of time.
  3. *Describe the primary target audience or market for the program.*
  4. *Describe the strengths of the institution that enables it to start this program.*

1. *Describe how the need for this new program was determined.*

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The program was developed in consultation with the program coordinator, department head, and the program faculty. A review of the program for its consistency with university policy, consistency with the needs of the \*\*\*, and quality of its educational content was conducted and approved at the college level by the \*\*\*. The program was then reviewed and received pre-approval by the Associate Provost for Academic Affairs and the Provost. The program and its proposed academic assessment plan were then reviewed and approved by the Associate Provost for Accreditation to ensure compliance with SACSCOC standards. The program was then submitted to the Florida Tech’s institutional-level \*\*\* for faculty review, ensuring the program’s consistency with university policy, quality of its educational content, and appropriateness of rigor for delivery at the \*\*\* level. Final approval was the provided by the Provost.

1. *Describe how the new program is consistent with the mission and goals of the institution.*
2. *Provide documentation of faculty involvement in the planning and approval of the change. At a minimum, this should include minutes of faculty meetings and UGCC/Graduate Council meetings.*
3. This change is not subject to approval from the Florida Tech Board of Trustees or the State of Florida.
4. **Curriculum**
   1. The program curriculum, including all course names, numbers, and associated credit hours, is provided in the attached Appendix A – Program Curriculum

*Provide the curriculum for the program. Include all course names/numbers.*

* 1. A projected schedule of course offerings for the program is provided in the attached Appendix B – Projected Schedule of Course Offerings.

*Provide a projected schedule of course offerings for the program.*

* 1. Course descriptions for each named course in the program are provided in the attached Appendix C – Course Descriptions

*Provide course descriptions for all courses in the proposed program. Catalog descriptions are acceptable. Do not provide syllabi.*

* 1. The academic program assessment plan, including all student learning outcomes and how they will be assessed, is provided in the attached Appendix D – Program Assessment Plan. This program will be assessed annually as part of Florida Tech’s regular academic assessment processes. Results from the assessment process will be used to inform continuous improvement activities for the program.

*Provide the full APAC-approved program assessment plan, including objectives, measures, and targets. All rubrics and related assessment tools must also be included. It is not necessary to provide copies of specific assignments or exam questions, but measures must be clearly identified.*

1. *Describe the admissions and graduation requirements for the program.*
2. The program will be delivered in a \*\*\* modality.
3. The program will be offered on the Melbourne main campus.
4. Florida Tech publishes and implements policies for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. These policies are overseen by persons academically qualified to make the necessary judgements.
   1. **Publishes and implements policies for determining amount and level of credit**

The *20\*\*-\*\* University Catalog* provides a definition of Florida Tech’s credit hour based on contact hours and delivery mode. Florida Tech defines one hour of classroom time as 50 minutes, in accordance with commonly accepted practice in higher education in a reasonable approximation of the Carnegie unit for contact time. The attached Appendix E – Credit Hour Defined includes a screen image of the *University Catalog* that shows the definition of a credit hour for each mode of delivery and course type.

The *University Catalog* provides a definition of course number designations for undergraduate- and graduate-level courses:

*“A Florida Tech course number consists of three subject code followed by a four-digit number. Course numbers beginning with 0 are developmental in nature and do not count toward a degree. Course numbers beginning with 1, 2, 3, and 4 indicate undergraduate courses, and those beginning with 5 and 6 indicate graduate courses.”*

Course information necessary for completing a request to add a new course to the curriculum includes the level of credit to award. Course restrictions, such as prerequisite and/or co-requisite courses, are common for all courses higher than the 1000 level. Justification is required if 1000+ level courses are proposed with none of these restrictions.