**I. Basic Program Information**

|  |  |
| --- | --- |
| Institution (official name) |  |
| Degree Program Designation  |  |
| Degree Program Name/Title |  |
| CIP code |  |
| Anticipated Initiation Date |  |
| Governing Board Approval Date (actual or anticipated) |  |

**II. Curriculum Requirements.** Address the following using appropriate bolded category headings:

* Core Coursework and total credit hours (include course descriptor/designator, name, and credit hour value). Indicate new courses with an asterisk.
* Sub Areas (e.g., concentrations, emphasis area, tracks) and total credit hours. Include brief description of focus/purpose of sub area and required courses.
* Additional requirements (e.g., internship, practicum, research, electives, thesis, dissertation) and total credit hours
* Total credit hours for the curriculum/degree program.

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**III. Description of Educational Outcomes.** Use bullets to list outcomes. (max. 250 words)

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**IV. Description of Workplace Competencies/Skills.** Use bullets to list outcomes. (max. 250 words)

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**V. Duplication.** Provide information for each existing degree program at a Virginia public institution at the same degree level. Use SCHEV’s degree/certificate inventory and institutions’ websites.

| **Institution** | **Program degree designation, name, and CIP code** | **Degrees granted (most recent 5-yr average)** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**VI. Labor Market Information.** Fill in the tables below with relevant information from the Bureau of Labor Statistics (BLS) and Virginia Employment Commission (VEC). Insert correct years (20XX and 20YY) to reflect the most recent 10-year projections. Add rows as necessary.

**Labor Market Information: Bureau of Labor Statistics, 20XX-YY (10-Yr)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Occupation | Base Year Employment | Projected Employment | Total % Change and #’s | Typical Entry Level Education  |
|  |  |  |  |  |
|  |  |  |  |  |

**Labor Market Information: Virginia Employment Commission, 20XX-20YY (10-Yr)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Occupation | Base Year Employment | Projected Employment | Total % change and #’s | Annual Change | Education |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**VII. Projected Resource Needs**

| **Cost and Funding Sources to Initiate and Operate the Program** |
| --- |
| **Informational Category** | **Program Initiation Year****20\_\_ - 20\_\_** | **Program Full Enrollment Year[[1]](#footnote-1)****20\_\_ - 20\_\_** |
| 1. | Projected Enrollment (Headcount) |  |  |
| 2. | Projected Enrollment (FTE) |  |  |
| 3. | Estimated Tuition and E&G Fees |  |  |
| 4. | Projected Revenue from Tuition and E&G Fees | $ | $ |
| 5. | Other Funding Sources Dedicated to the Proposed Program (e.g., grant, business entity, private sources) | $ | $ |

**VIII. Virginia Needs.** Briefly indicate state needs for the degree program. (max. 250 words)

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| --- |
|  |

1. For the “Full Enrollment Year” use: for associate degrees, initiation year plus 1; for baccalaureate degrees, initiation plus 3; for masters degrees, initiation plus 2; for doctoral degrees, initiation plus 3. [↑](#footnote-ref-1)