

New Degree Program Proposal

Name of Degree Program	
Academic Pathway	For a list of academic pathways, please see https://www.myccp.online/implementing-guided-pathways/academic-pathways-and-programs
Department	
Faculty Developer(s)	
Facilitator	
Recommended Starting Semester	Standard procedure is for approved programs to begin in the fall of the next catalog year, e.g., Fall 2022.
Today's Date	Update this field every time you change the document
Abstract	As the final step in the process of creating this document, provide a short (75-200 word) overview of the proposed program here.

Alignment with the College Mission (<http://ccp.edu/about-us/mission-and-goals>)

Briefly describe how this program will further the College's mission and goals.

Expected Program Participants

Describe the student population that this program will serve, including their interests, participation in other degree or certificate programs at the College, plans to pursue degrees at baccalaureate-granting institutions, and current and future employment experience in a related field.

If possible, estimate the enrollment for the program and briefly describe your plans for ensuring adequate enrollment in the program.

As appropriate, describe how students enrolled in developmental and ESL courses will enter the program and what specific support structures are in place to help them do so.

Opportunities and/or Problems that the Proposed Program Addresses

Describe any opportunities or problems that the proposed program addresses that are not specified above. Include supporting data or other relevant information from accrediting bodies, professional organizations, transfer agreements, labor statistics, etc. in the appendix.

Program Structure and Coherence

Using **program learning outcomes** and the **curriculum map** as a guide, describe the students' progress through the program, including how students will apply their learning from **general education** requirements, an account of how and when the program introduces key concepts, topics, and/or skills, and how students will grow in proficiency and attain mastery of them. Where appropriate, include pathways to completion for both full-time and part-time students.

Double check the prerequisites and/or corequisites for the required courses in the program and include them to avoid "hidden curriculum" or otherwise address them.

If the program requires that students complete **more than 60 credits**, please provide a rationale for that requirement.

Assessment Plan

List the **program learning outcomes** (PLOs) and describe the direct and indirect methods of assessment and their frequency.

Program Learning Outcome	Method(s) of Assessment	Semester and Year Assessed

Effect on Other Programs and Courses

Describe how this program will affect other degree and certificate programs and/or other courses at the College. If this program is replacing an existing program that is being discontinued, please indicate what program is being discontinued and outline the plan for students currently enrolled.

Proposed New Courses and Course Revisions

Include a detailed description of new courses (or existing courses that you plan to revise related to this proposal), including similar courses at transfer institutions (if this proposal is for a transfer program). Please express credits and hours in lecture-lab-clinical/external-credits format (e.g., 3-0-3, 2-2-3, 2-4-0-3)

New Courses: Describe each new course that is part of the program revision and include both the course description and course learning outcomes for each new course.

Course Description: Make sure the course description is consistent with the course document.

Course Learning Outcomes

Upon successful completion of the course, students will be able to:

1. CLO #1
2. CLO #2
3. CLO #3

Course Revisions: Describe and provide a rationale for any revisions to existing courses that appear in the program.

Course Deletions/Discontinuations: Describe and provide a rationale for any courses that will be discontinued or deleted from the program as a result of this revision and the effective semester for that discontinuation.

Fiscal Implications

If applicable, give projections of:

- Capital equipment necessary to launch the program (specify whether the equipment is absolutely necessary or a desirable enhancement)
- Operating budget of the program
- Space requirements (include only if dedicated space such as labs or studios is necessary for this program. If all courses can be scheduled in regular classrooms, then it is not necessary to mention space requirements).
- Technology requirements (include only if the College does not currently own it)

Catalog Page

Program Name:

Description: This is a detailed description of the program. Include information here about which students will be interested in the program (those planning to transfer to baccalaureate programs, those with certain interests, those with certain educational and/or career goals, etc.).

Program Learning Outcomes: (should be the same as Section V and XII)

Upon successful completion of this program, students will be able to:

- PLO 1
- PLO 2
- Etc.

Program Entry Requirements: State whether the program is open to all interested students or only to students who meet certain criteria (i.e., for select programs). Many programs include a statement in the catalog such as this: Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program. (<http://ccp.edu/college-catalog/degree-and-certificate-programs>)

Program of Study and Graduation Requirements: State the minimum number of credits and grade point average for graduation. If the program has a specified timeline for completion, please note it here.

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Course Sequence

NOTE: In the second column, please specify if a prerequisite may be taken concurrently or **must** be taken concurrently (**corequisite**) or if the prerequisite requires a grade higher than a D.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements

Minimum Credits Needed to Graduate:

General Education Requirements: All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request for Course Substitution of Graduation Requirement** link. A [more detailed explanation](#) of the College’s general education requirements is also available.

For More Information, Contact: The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450 or the College Information Center (215) 751-8010.

For More Information, Contact: The Division of Math, Science, and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or the College Information Center (215) 751-8010.

For More Information, Contact: The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (215) 751-8010.

Courses and Completion Sequence

Each new program should include a [courses and completion sequence](#) that is consistent with the course sequence in the catalog but that also provides “Advisory Notes” and other information specifically meant to aid students in making choices and following the course sequence successfully as they move through the program. Your facilitator will work with you to create this after you’ve worked out the course sequence in section X and other aspects of the program.

