

CPC Proposal Guidelines and Forms for 2024-2025 Academic Year

Directions: Please complete the appropriate forms to prepare a proposal. Include all documents that are required for your proposal in one PDF. Submit completed materials to the CPC Teams folder for monthly review.

1. Notice of intent to propose a new degree program
 - a. Complete the [Notice of Pending Proposal](#)
 - b. Complete [Attachment C to Board Rule 502 New Program Proposal Supplement](#)
 - c. Complete the budget document included in the CPC Proposal Form
 - d. Include the CPC Signature Page

Requires approval from CPC, UCC/GCC, Faculty Senate, BOT (1 year process)
2. Full proposal of a new degree program
 - a. Complete the [Alabama Commission on Higher Education Proposal for New Degree Program](#)
 - b. Complete the [Alabama Commission on Higher Education Business Plan](#)
 - c. Include syllabi for any new courses along with the [UAB New Course form](#) for each course
 - d. Include the CPC Signature Page

Requires approval from CPC, UCC/GCC, Faculty Senate, BOT, ACHE, BOT (1 year – 1.5-year process)
3. Proposal of a new graduate or undergraduate certificate
 - a. Complete the [Alabama Commission on Higher Education Non-Degree Certificate form](#)
 - b. Include the CPC Signature Page

Requires approval from CPC, UCC/GCC, Faculty Senate, BOT, ACHE (1 year process)
4. Proposal of a new concentration or track to an existing program
 - a. Complete the Alabama Commission on [Higher Education Proposal Form for the addition of an Option, Track, Specialization, or Concentration, etc., to an Existing Program](#)
 - b. Complete the CPC Signature Page

Requires approval from CPC, UCC/GCC, Faculty Senate, BOT, ACHE (1 year process)
5. Proposal of a new minor
 - a. Complete the CPC Proposal Form

Requires approval from CPC, UCC/GCC, Faculty Senate (Academic semester process)
6. Deletion of a program, concentration, or certificate
 - a. Complete the [Alabama Commission on Higher Education Deletion to Academic Program Inventory](#)
 - b. Include the CPC Signature Page

Requires approval from CPC, UCC/GCC, Faculty Senate, BOT, ACHE (1 year process)
7. Revision of a program name, nomenclature (e.g., MA to MS), CIP, or change in delivery method (e.g., program online rather than face-to-face)
 - a. Complete the [Alabama Commission on Higher Education Changes to Academic Program Inventory or Alterations to Existing Programs](#) (confirm with Dr. Sheek)
 - b. Include the CPC Signature Page

Requires approval from CPC, UCC/GCC, Faculty Senate, BOT, ACHE (1 year process)
8. Proposal of a new course that is not included in a new degree program proposal
 - a. Complete the [UAB New Course Form](#)
 - b. Complete the CPC Proposal Form

Requires approval from CPC, UCC/GCC, Faculty Senate (reviewed in October and March by UCC/GCC)
9. Notification of change to course prefix, number, name, or description
 - a. Complete [Course Change Notification Form](#)
 - b. Make updates in UAB catalog

Requires notifying the CPC

**School of Education and Human Sciences Curriculum & Programs Committee
CPC Proposal Form**

Proposal Title: _____

Date: _____

Faculty Member Submitting Proposal: _____

Type of Proposal:

New Course(s)

New Minor

**Discontinue Concentration or
Track**

Affiliated Degree Level: _____

Affiliated Major: _____

Description of Proposal with Rationale:

CPC Budget Document

Directions: Begin by reviewing the following questions. Then estimate the projected expenditures and revenues. Submit your estimates with a proposal for a new degree program.

Projected Expenditures
<ul style="list-style-type: none"> How many courses will need to be covered each academic year by the adjunct and/or faculty? Will you need a program director or coordinator (\$4,500 per year for coordinator and \$7,500 per year for director) What will be the likely rank of any new professor (affects salary and fringe) Will you hire a staff member? Will there be any other support role costs? What are the startup costs for faculty, staff, and equipment or materials? What are the recurring costs? Do you need specific technology and if so, what are the costs? Do you need designated tools or resources that are not already available, and if so, what are the costs?
Project Revenues
<ul style="list-style-type: none"> How many hours of coursework will the students complete in the program? Will the hours of coursework be online or on campus? How many students do you project to be enrolled in the program? Multiply program hours X cost of each hour X number of students = Expected tuition What costs will you charge in course fees? Multiply course fees X number of students = Expected fees revenue (You may need to calculate this equation multiple times if course have differing fee amounts. Also, account for the purpose of the fees. If they cover a known cost, factor this information into your overall budget plan.) What sources of external funding will the program secure? Are grants or scholarships available to help fund the program?

Projected Expenditures	Projected Revenues
Faculty including fringe = _____	Tuition = _____
Staff = _____	Fees = _____
Materials/Equipment/Startup = _____	Extramural allocations = _____

Explain projected costs and revenues

**School of Education and Human Sciences
Curriculum & Programs Committee**

By signing this form, I approve the recommendation of

If I am signing on behalf of a committee, my signature represents the majority approval of committee members. I have carefully reviewed the submitted proposal and believe it adheres to the necessary guidelines.

Proposing Faculty Member

Name	Signature	Date
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Program Director or Coordinator

Name	Signature	Date
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Department Chair

Name	Signature	Date
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Curriculum & Programs Committee Chair

Name	Signature	Date
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SEHS Dean or Assistant Dean for Accreditation and Assessment

Name	Signature	Date
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Upon final approval, the SEHS Assistant Dean will file the document, submit all teacher certification checklists to the ALSDE through the OSS, submit course and program proposals to the UCC/GCC, and modify the catalog and website at the appropriate time.