***Please submit the completed form to:*** [***AZOnline-info@arizona.edu***](mailto:AZOnline-info@arizona.edu)

**1-Contact Information:**

a. Name and Email of person completing this form

Click or tap here to enter text.

b. Name and Email of College Dean

Click or tap here to enter text.

c. Name and Email of College Associate Dean of Academics

Click or tap here to enter text.

d. Name and Email of Department Head

Click or tap here to enter text.

e. Name and Email of Primary Program Contact

Click or tap here to enter text.

f. Name and Email of College Finance Director

Click or tap here to enter text.

g. Name and Email of Department Business Manager

Click or tap here to enter text.

**2- General Information:**

a. Program Name

Click or tap here to enter text.

b. College

Click or tap here to enter text.

c. Department

Click or tap here to enter text.

d. Degree Level *(Undergraduate- Graduate)*

Click or tap here to enter text.

e. Degree Type *(BA- BS- MS- MA-AMP-Ph.D.-Certificate-Emphasis-Other (please list))*

Click or tap here to enter text.

**3- Program Details:**

a. Curricular Affairs proposal status *(Not Submitted – In Review - Approved)*

Click or tap here to enter text.

b. Desired Launch Term *(Fall 25-Seeking tentative pre-approval to assist in the Proposal ideation phase)*

Click or tap here to enter text.

c. Does this program lead to professional licensure? *(Yes- No- Unsure)*

Click or tap here to enter text.

d. Is this program currently offered on Main Campus? *(Yes- No)*

Click or tap here to enter text.

e. Does this program have a shared curriculum with other programs? *(Yes-No)*

Click or tap here to enter text.

f. If yes, how will the program ensure a consistent student experience with shared curriculum?

Click or tap here to enter text.

g. Does this program include a new emphasis or certificate within an existing online program? *(Yes-No)*

Click or tap here to enter text.

**4- Target Market and analysis:**

a. Have you completed a market analysis of your program? If yes, please attach it with a brief executive summary.

Click or tap here to enter text.

b. How many students are currently enrolled in your Main Campus program? *(If new, please enter zero)*

Click or tap here to enter text.

c. Provide enrollment projections for the program.

Click or tap here to enter text.

d. Please explain methodology for projections, including Lightcast market data, peer online institutions, etc., as applicable.

Click or tap here to enter text.

e. Describe your target prospective student population for this program.

Click or tap here to enter text.

f. Does your department currently have other programs online? *(Yes- No)*

Click or tap here to enter text.

g. Please provide your program CIP code (*This will be used to inform our market analysis)*

Click or tap here to enter text.

h. How does your program align with the mission, vision, and strategic goals of the University of Arizona or college?

Click or tap here to enter text.

**5- College Level Support:**

a. Do you have College-level support for your proposed program? *(Yes-No) if yes, please describe amount and nature of support (financial, development, etc.)*

Click or tap here to enter text.

b. Does this proposed program’s online teaching load fall within or in addition to faculty workload?

Click or tap here to enter text.

c. How will the program support projected student enrollment through advising resources?

Click or tap here to enter text.

d. Do you have in-house (UCATT approved) instructional design support?

Click or tap here to enter text.

e. Will the program require development of online courses and/or Arizona Online investment in course development (e.g., faculty stipends, instructional designers, etc.)? If yes, please provide the number of courses.

Click or tap here to enter text.

f. Have you received grants, Provost Investment Fund money, or any other type of funding support for the program, including industry partnerships? Please explain.

Click or tap here to enter text.

g. In case Arizona Online cannot fund (or fully support) your program, outline your plan for: course development and marketing support.

Click or tap here to enter text.

**6- Please provide any supporting documents, data, or letters of support.**

**Please Note Proposals will be evaluated based on the following rubric, considering mission alignment, strategic goals, revenue projections and other relevant criteria.**

|  |  |  |
| --- | --- | --- |
| **Criteria** | Score | Points Avail. |
| **Enrollment Projections**  Guidelines: Use Main Campus enrollment and Lightcast data (provided upon request) to develop enrollment projections. Please provide explanation of projections including formulas, assumptions, etc. Please also include any industry-specific agreements or markets that will affect enrollment. |  | 25 |
| **Faculty**  Guidelines: Please provide a detailed list of faculty who will teach courses, what support the program will provide for faculty teaching online, and whether the teaching will be “in load” or “overload.” Note: preference will be given to programs taught by full time benefits eligible faculty. |  | 20 |
| **Curriculum Map and Course Carousel**  Guidelines: Please prepare a curriculum map that provides clear pathway to completion within Arizona Online. Also, please provide a course rotation that details in which sessions courses will be regularly offered. |  | 15 |
| **Student Success Initiatives**  Guidelines: Please detail the student support structures, including but not limited to student: advisor ratio, tutoring, mentorship opportunities, student clubs, etc. |  | 15 |
| **Mission Alignment**  Guidelines: Please detail how your program aligns with the UArizona Strategic Plan, its mission, vision, and values. Additionally, please detail how this program will increase other important initiatives on campus, including but not limited to Arizona Online’s access mission, HSI initiatives, serving Native Nations, etc. |  | 15 |
| **Development Budget**  Guidelines: Please prepare a draft budget based on the Arizona Online development stipend rates. Please include whether or not your program has in-house (UCATT-approved) instructional designers or if you will require ID arrangement with UCATT via Arizona Online. Also, detail if the program wishes to partially cover the instructor development stipend expense. Note: some programs with a wide array of electives may choose to onboard a smaller selection in order to reduce development budget expenses. |  | 10 |

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