



NEW DEGREE PROGRAM IMPLEMENTATION PLAN

I. **Program Description**

Provide the degree and program name, e.g., “M.S. in School Counseling” or “B.A. in History”, and brief description of the program.

II. **Rationale for Program**

Provide justification for creating the program. Be sure to address the unique contribution of the program to the JBU mission.

III. **Program Requirements**

Specify the requirements for earning the degree, e.g., courses that must be taken and the minimum required GPA.

IV. **Curriculum Requirements**

Clearly show how the program requirements satisfy the curriculum requirements that must be met by all programs. See the attachments for details on these curriculum requirements.

V. **Learning Outcomes**

State the student learning outcomes for the program and describe how the outcomes will be assessed. Include a curriculum map showing how the program curriculum supports these outcomes.

VI. **Administrative Structure of Program**

Describe the administrative structure of the program and how it fits into the existing JBU administrative structure.

VII. **Course Details**

Provide course descriptions for all courses in the program’s curriculum; be sure to include information about where the courses will be taught and what delivery method will be used. Indicate which of these courses will be newly created for this program. Show the initial rotation of courses and discuss who might teach them.

VIII. **Enrollment Management**

State the admissions requirements and discuss the 3-year enrollment projections. Describe any special recruiting or marketing efforts that will be made for this program.

IX. **Accreditation Implications**

Discuss any accreditation implications.

X. **Budget (3-5 years)**

Provide a 3-5 year budget projection including human resources, equipment, and facilities. Graduate programs should include indirect costs (estimated at 30% of total program costs), ROI to the university (5% of expected tuition revenue), and revenue projections.

XI. **Plan to Finance Program**

Discuss the plan to finance the startup of the program.

XII. **Summary Statement**

Undergraduate Curriculum Requirements

- Typically, requirements for a major program constitute about one-third of the 120 hours required for a bachelor's degree, the Core Curriculum another third, and the remaining third of the bachelor's degree is available for supporting course work, electives, or minors in fields outside the major.
- Each bachelor's degree program requires a minimum of 36 semester hours in the major field, including a minimum of 18 hours of upper-division courses.

Graduate School Curriculum Requirements

- Christian Foundations**
Every graduate program at John Brown University must include significant content in the foundational elements of the Christian faith to help student understand Christian values and perspectives as they relate to the field of study and the practice of the discipline. In most cases, this requirement may be met through a 3-credit course dedicated to the subject but this requirement may be met by embedding this content in a number of courses across the curriculum.
- Research Methods appropriate to the discipline**
Every graduate program at John Brown University must prepare students to conduct and understand research methods and analysis appropriate to the discipline. In most cases, this requirement may be met through one or more 3-credit courses dedicated to the subject.
- Length minimum**
Master's degrees at John Brown University must be at least 30 semester hours in length. Program length is determined primarily by the program outcomes – those courses required to achieve the learning goals of the degree – guided by convention or recognized organizations (such as accrediting agencies, professional organizations, or state agencies).
- Degree title**
Traditional and recognized degree titles are preferred. Titles such as "Master of Science" (M.S.) or "Master of Arts" (M.A.) should be used except for professional programs where there are welldefined and recognized degree titles associated with the discipline, such as M.B.A., M.Ed., or M.F.A.
- Graduate Certificates**
In order for students in graduate certificate programs at JBU to be eligible for federal financial aid, the programs must meet the requirements for Gainful Employment Certificates as defined by the US Department of Education. Graduate certificates are less than degree programs in length and may be post-baccalaureate or post-graduate.