

## Concept Proposal Development

A Concept Proposal should be developed for all new degrees, majors, minors and academic certificate programs. Concept proposals are not required for concentrations or dual degree programs.

### 1. Concept Proposal Content

The Concept Proposal should include the following:

- a. A description of the academic program.
- b. Identify how new program is consistent with university mission and promotes strategic initiatives of the college and University.
- c. How the new program is consistent with the strength and core competencies of the department and/or college/school.
- d. Capability of college/department to deliver the new program with high quality.
- e. Program is not similar to or does not compete with a current or planned program within the university.
- f. Sustainability of program on a long-term basis.
- g. Are the characteristics of the new program distinctive from similar programs offered by the competition?
- h. General statement on student outcomes, market outlook and preliminary enrollment goals.
- i. Overview of all resource requirements both operating and capital.
- j. Potential to enhance the reputation of DU.
- k. Identify where the program is administratively housed.

### 2. Concept Proposal Review

The Concept Proposal should be approved by the Dean and submitted to the Vice Provost of Academic Programs for review. The Concept Proposal will be reviewed by the Provost, Vice Provost for Academic Affairs, Vice Provost for Graduate Education and Vice Provost of Budget and Administration (as appropriate). Review will ensure the Concept Proposal adequately addresses the required content areas, review of overall resource implications and impact on other programs on campus. Following Concept Proposal review, units will submit proposal through the CourseLeaf Curriculum Management system (CIM).