

New Program Information Request

Business Considerations



EMORY

PeopleSoft Student Systems

School Name:	Prepared by:	Date:
Contact Person:	Phone Number / Email:	Name of New Program:
Is this a change to an existing Program? If so, explain the changes		

In an effort to support the startup of new programs or changes to existing programs, the following list of questions has been prepared by the Student Systems Support team and the Provost's Office. Responses to these questions will assist Emory's SACS Liaison determine if the program requires SACS approval advance notification. They will also assist the Enrollment Services Offices in setting up the student system to accommodate the needs of the new program and should minimize operational costs and exception processing. This information should be completed and submitted as far in advance of the start of the program as possible and can also be used as a guide in designing a new program to make sure all aspects of the program have been considered. For your convenience, contacts have been identified in each of the central offices to respond to any questions that you may have.

New degrees, degree programs, and certificates are required to be approved by the Emory Board of Trustees. Please contact the Senior Vice Provost for Academic Affairs at csterk@emory.edu for more details. Majors, Minors, and Tracks within those designations are required to be approved by the individual school's curriculum committee. Please submit the completed form to Nancy Bliwise, Assistant Vice Provost for Academic Planning, at nbliwis@emory.edu

1. Admissions	
When is the proposed first term of admission to this program?	
How will applications be received for this program? (e.g. Emory Web Application, 3rd party application service with electronic load, hand entered into PeopleSoft, etc.)	
What information is required for the application to be "complete"? (e.g. Transcripts, recommendations, test scores, etc.)	
How will you track receipt of application requirements? (e.g. On Base, paper files in your office, 3rd party application service, etc.)	
What is the admission cycle for the program? (e.g. start dates, deadline dates, decision release dates, etc.)	
Will this program require an application fee or admission deposit?	
Are there specific considerations that are different for non-US citizens? If so, specify.	
Other Admissions considerations:	
2. Financial Aid	
Cost of attendance (Tuition, Fees, Book Expenses, etc.)?	
Length of the program?	
Are there additional non-standard items that need to be factored into the budget for the program? If so, specify.	
Are there any scholarships specific to this program? If so, specify.	
What is the delivery format of the program? (e.g. full-time, part-time, on-site or distance learning)?	

New Program Information Request

Business Considerations



EMORY

PeopleSoft Student Systems

What are the satisfactory academic progress policies?	
Other Financial Aid Considerations:	
3. Student Financials	
What is the tuition rate per term?	
Special fees (if applicable, type and fee)?	
Compass Account Number and SmartKey: (Tuition)	
Compass Account Number and SmartKey: (All Special Fees)	
Tuition Structure: Is the program price similar to other programs? Will the tuition be assessed at a flat rate or an hourly rate? If hourly rate, what is the minimum number of hours for the full rate assessment? (ex. Most programs get assessed the maximum tuition amount at a 12 hour minimum during regular terms.)	
If this is a change to the tuition and/or fee calculations for an existing program, will the change be applicable only for new students enrolled in the program or will it be effective for continuing students in the program as well?	
Other Student Financials Considerations:	
4. Student Records	
What degree is offered (if applicable)?	
Who issues the degree?	
What is the grading Basis (i.e. includes plus/minus grades, etc...)?	
Does this program follow your school's calendar, if not, what are the dates?	
What is the length of the program (in terms and years) including start and end dates?	
What are the courses that will be offered through this program?	
Other Student Records Considerations:	
5. SACS Substantive Change	
	Yes No
1. Has this program been reviewed by the Emory Substantive Change Committee?	<input type="checkbox"/> <input type="checkbox"/>
2. Does this program require SACSCOC approval prior to implementation?	<input type="checkbox"/> <input type="checkbox"/>
3. Does this program require SACSCOC notification prior to implementation?	<input type="checkbox"/> <input type="checkbox"/>

New Program Information Request



EMORY

PeopleSoft Student Systems

Business Considerations

6. Approval (to be completed after all approvals have been obtained)	
Has this program been approved by the School's Curriculum Committee? Please indicate approval date to the right.	
Has this program been approved by the Board of Trustees of Emory University? Please indicate approval date to the right.	

7. Designations (Assigned by Student Systems Staff)	
New Program code/description, if applicable	
New Plan code/description/type, if applicable	
New Subplan code/description/type, if applicable	

Contact Information

1. Admissions: Philip Barger, pbarger@emory.edu
2. Financial Aid: Christine Gomez, cgomez@emory.edu
3. Student Financials: Jack Metropol, jmetrop@emory.edu
4. Student Records: Kurt Haas, kphaas@emory.edu
5. SACS Substantive Changes Checklist, Nancy Bliwise, nbliwis@emory.edu
6. Approval: Claire Sterk, csterk@emory.edu