

UNC Request for Preliminary Authorization and Request to Establish Resource Guide

CIP Code: The National Center for Education Statistics developed the Classification of Instructional Programs (CIP) code scheme that provides an organized method of tracking and reporting number of degree programs and completions. [Access the database to select a CIP code for the proposed degree program.](#)

The [CIP to SOC \(Standard Occupational Classification\) Crosswalk](#) is a free resource that matches CIP codes to occupations. This document can be used to identify appropriate CIP codes for proposed programs.

SACSCOC Liaison Statement: Contact Dr. Tony Artimisi for this statement.

Program Summary (Pre-Authorization), Program Planning & Unnecessary Duplication (Request to Establish)

- [University of North Carolina Mission Statement](#)
- [WSSU Mission Statement](#)
- The University of North Carolina system maintains a [database of programs](#). Search for degrees by keyword, level, campus, subject area, and program.
- Four-year history of applications and acceptances are available through the UNC DataMart "Insight" database and is not publicly available. Request this information through the Associate Provost for Academic Strategy and Institutional Effectiveness including the institution, CIP code, and program title.
- Information for total enrollments and degrees awarded is available through the [UNC Stats, Data, & Reports Interactive Dashboards](#). Follow the links to access the [Enrollment](#) and [Degrees](#).

Faculty

A faculty roster is required to complete the Request to Establish document and [the SACSCOC Faculty Roster Form](#) may be submitted. In situations that require new faculty hires, provide the desired qualifications in the Academic Degrees & Coursework column and the courses the individual to be hired will teach.

Student Demand

Internal methods to determine student demand can include student surveys, enrollment in similar degrees, or developing an academic minor in the discipline to assess student interest.

The university has a license with EAB to provide market feasibility studies that include state, regional, and national data on job posting trends, desired skills, employers, education and

experience levels, and degree completion trends to be used as an external means to determine student demand. Reports can be requested through the Associate Provost for Academic Strategy and Institutional Effectiveness and take approximately six weeks to complete once they are started. The actual time to completion can take longer if other reports have previously been requested.

Information from the UNC [Enrollment](#) and [Degrees](#) dashboards can be used to complement the EAB feasibility report.

Access, Affordability, and Student Success

Information regarding [WSSU's performance towards the Five Year Goals and Associated Interim Benchmarks as part of the UNC strategic plan can be found here](#). Use this data to show how the proposed program will have an impact on student access and success metrics.

[WSSU College Scorecard](#) – student debt levels and expected earnings for the proposed degree program will be similar to similar programs at the institution. Follow the link to “See All Available Fields of Study” by clicking the “Fields of Study” dropdown on the WSSU College Scorecard site. Some data will not be available in certain fields.

Societal, Labor Market and Employability:

- Labor market information (projections, job posting analyses, and wages) Specific to North Carolina (such as [NCWorks Online](#), [NC TOWER](#), [O*NET OnLine](#), Lightcast, or EAB Feasibility analysis)
- Available from national occupational and industry projections (such as the S. Bureau of Labor Statistics [Occupational Outlook Handbook](#), [Projections Central - Long-Term Occupational Projections](#), [O*NET OnLine](#))
- Projections from professional associations or industry reports (including analysis)
- Other (alumni surveys, insights from existing programs,)

Enrollment projections

Enrollment projections can be determined in several ways:

- Enrollment in an academic minor with projections to years 3 and 5 based on historical enrollment trends;
- [Annual NC job postings – annual graduates from UNC institutions](#) = workforce
The estimated enrollment is the program capacity;
- Historical enrollment trends at institutions offering similar

Costs, Funding, and Budget

The [UNC System Academic Program Planning Worksheet](#) is used to complete this section of the program proposal. Contact the Associate Provost for Faculty Affairs and Academic Budget for assistance in completing this document.

[UNC Charlotte maintains a website containing all of their program proposals.](#)