



# Alabama Commission on Higher Education

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## Proposal for a New Degree Program

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### I. Information and Rationale

#### A. Primary Contact Information

Institution: University of West Alabama

Contact: Tina Naremore Jones, Ph.D

Title: Provost

Email: [tnj@uwa.edu](mailto:tnj@uwa.edu)

Telephone: 205-652-3833

#### B. Program Information

Date of Proposal Submission: 4/15/2024

Award Level: Master's Degree

Award Nomenclature (e.g., BS, MBA): M.S.

Field of Study/Program Title: Exercise Science

CIP Code (6-digit): 31.0505

#### C. Implementation Information

Proposed Program Implementation Date: 8/1/2025

Anticipated Date of Approval from Institutional Governing Board: 11/13/2024

Anticipated Date of ACHE Meeting to Vote on Proposal: 3/5/2024

SACSCOC Sub Change Requirement (Notification, Approval, or NA): Approval

Other Considerations for Timing and Approval (e.g., upcoming SACSCOC review): N/A

#### D. Specific Rationale (Strengths) for the Program

List 3 – 5 strengths of the proposed program as specific rationale for recommending approval of this proposal.

1. Produce and execute an exercise prescription plan for various populations: athletes, apparently healthy, metabolic, cardiovascular, and renal diseases participants.
2. Analyze and interpret data yield by tests in the areas of cardiovascular fitness, muscular fitness, flexibility, body composition, and balance for various populations.
3. Synthesize peer review literature to evaluate and implement best practices in the exercise science industry.

List external entities (more may be added) that may have supplied letters of support attesting to the program's strengths and attach letters with the proposal at the end of this document.

### II. Background with Context



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## A. Concise Program Description

Include general opportunities for work-based and/or experiential learning, if applicable.

**Currently, The University of West Alabama is hosting a Masters in Physical Education with emphasis in Exercise Science. Creation of this new program with the two concentrations; Exercise Science and Strength Training and Conditioning will allow a more in depth and contemporary higher education degree in Exercise Science field. By incorporating courses such as Biomechanics, Exercise Management for Chronic Diseases and Special Population, and Fitness Assessment and Management, the purpose of the program is to provide students with a more in depth education for prescribing exercise for a variety of population, or in the case of the Strength and Conditioning concentration, a more specialized professional in training athletes.**

## B. Student Learning Outcomes

List four (4) to seven (7) of the student learning outcomes of the program.

1. Students will be able to apply knowledge of the exercise science including kinesiology, functional anatomy, exercise physiology, nutrition, and program administration in the health fitness setting
2. Interprets assessment results and develops exercise prescriptions.
3. Incorporates suitable physical activities to improve functional capacity.
4. Performs duties related to fitness management, administration, and program supervision.
5. Identify health risk factors, performs fitness appraisals and pre-participation health screenings, and develops exercise programs that promotes lasting behavior change.
6. Leads safe and effective exercise using a variety of leadership techniques to enhance the motor skills related to the domain of physical fitness.
7. Understand endocrine responses to resistance exercise and critically examine bioenergetics of exercise and training.

## C. Administration of the Program

Name of Dean and College: **Jeffrey Merida, Ph.D, College of Natural Sciences and**

### **Mathematics**

Name of Department/Division: Kinesiology

Name of Chairperson: R.T. Floyd, EdD

## D. Similar Programs at Other Alabama Public Institutions

List programs at other Alabama public institutions of the same degree level and the same (or similar) CIP codes. If no similar programs exist within Alabama, list similar programs offered within the 16 **SREB** states. If the proposed program duplicates, closely resembles, or is similar to any other offerings in the state, provide justification for any potential duplication.



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CIP Code	Degree Title	Institution with Similar Program	Justification for Duplication
310504	Sport and Fitness Administration/Management	Troy University	Although the same CIP number, this program focusses on the management and administration of the exercise science and not the science behind the exercise programs.

## E. Relationship to Existing Programs within the Institution

1. Is the proposed program associated with any existing offerings within the institution, including options within current degree programs? **Yes** ☒ **No** ☐

(Note: Most new programs have some relationship to existing offerings, e.g., through shared courses or resources). If yes, complete the following table. If this is a graduate program, list any existing undergraduate programs which are directly or indirectly related. If this is a doctoral program, also list related master's programs.

Related Degree Program Level	Related Degree Program Title	Explanation of the Relationship Between the Programs
Undergraduate	B.S. Exercise Science Comprehensive	This program will allow undergraduate Exercise Science students to continue their education.
Masters	M.S. in Physical Education, Non – Certification	Students interested in continuing their education in the field of exercise science, currently opt for this program degree in the absence of a more specialized higher degree that will enhance ore in depth knowledge and skills needed in the exercise science higher education field.

2. Will this program replace any existing programs or specializations, options, or concentrations? **Yes** ☐ **No** ☒

If yes, please explain.

3. Will the program compete with any current internal offerings? **Yes** ☐ **No** ☒

If yes, please explain.

## F. Collaboration

Have collaborations with other institutions or external entities been explored? **Yes** ☐ **No** ☒

If yes, provide a brief explanation indicating those collaboration plan(s) for the proposed program.



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Have any collaborations within your institution been explored?

Yes ☐ No ☒

If yes, provide a brief explanation indicating those collaboration plan(s) for the proposed program.

### G. Specialized Accreditation

1. Will this program have any external accreditation requirements in addition to the institution's SACSCOC program requirements? Yes ☒ No ☐

If yes, list the name(s) of the specialized accrediting organization(s) and the anticipated timeframe of the application process.

The Commission on Accreditation of Allied Health Education Programs (CAAHEP), the Committee on Accreditation for the Exercise Sciences, and the American College of Sports Medicine, American Council on Exercise, American Kinesiotherapy Association, American Red Cross, National Academy of Sports Medicine, and the National Council on Strength & Fitness cooperate to establish, maintain and promote appropriate standards of quality for educational programs in the Exercise Sciences, and to provide recognition for educational programs that meet or exceed the minimum standards.

This program will seek accreditation within two years after complete accreditation from SACSCOC and ACHE.

2. Does your institution intend to pursue any other non-required accrediting organizations for the program? Yes ☒ No ☐

If yes, list the name(s) of the organization(s) and the purpose of the pursuit.

Education Recognition Program- The NSCA Education Recognition Program (ERP) recognizes and distinguishes programs with approved and standardized strength and conditioning or personal training curricula. Recognized programs are designed to prepare students for the NSCA-Certified Personal Trainer® (NSCA-CPT®) or NSCA Certified Strength and Conditioning Specialist® (CSCS®) certifications.

If there are plans to pursue non-required external accreditation at a later date, list the name(s) and why the institution is not pursuing them at this time.

**Note:** Check *No* to indicate that non-required external accreditation will not be pursued, which requires no explanation.

### H. Admissions

Will this program have any additional admissions requirements beyond the institution's standard admissions process/policies for this degree level?

Yes ☐ No ☒

If yes, describe any other special admissions or curricular requirements, including any prior education or work experience required for acceptance into the program.



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## I. Mode of Delivery

Provide the planned delivery format(s) (*i.e.*, in-person, online, hybrid) of the program as defined in policy along with the planned location(s) at which the program will be delivered (*i.e.*, on-campus and/or at specific off-campus instructional site(s)). Please also note whether any program requirements can be completed through competency-based assessment.

in-person, online, hybrid

Because The University of West Alabama is located in a rural area and due to lower tuition fee, the program will be delivered online in order to reach the many Exercise Science professionals that hold full time jobs in the state of Alabama and nationwide. The program is designed to allow students flexibility of continuing their education while remaining full time employed.

## J. Projected Program Demand (Student Demand)

Briefly describe the primary method(s) used to determine the level of student demand for this program using evidence, such as enrollments in related coursework at the institution, or a survey of student interest conducted (indicate the survey instrument used), number and percentage of respondents, and summary of results.

Currently, there are more than ten students enrolled in the Masters of Physical Education, Non-Certification, degree that seek more in depth knowledge about the Exercise Science field. Enrollment in masters level classes such as Nutrition, Strength Training and Conditioning, Exercise Prescription is constantly at 15 -20 students per academic year. The new M.S. in Exercise Science will add additional specialized classes such as Exercise Management for Chronic Diseases and Special Population, Advanced Exercise Physiology and Measurement, Evaluation and Applied Statistics in Kinesiology, hence, the need for this master's program is immediate.

## III. Program Resource Requirements

### A. Proposed Program Faculty\*

#### Current Faculty and Faculty to Be Hired

Complete the following **New Academic Degree Proposal Faculty Roster** to provide a brief summary and qualifications of current faculty and potential new hires specific to the program.

**\*Note:** Institutions must maintain and have current as well as additional faculty curriculum vitae available upon ACHE request for as long as the program is active, but CVs are **not** to be submitted with this proposal.



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Current Faculty			
1	2	3	4
CURRENT FACULTY NAME (FT, PT)	COURSES TAUGHT including Term, Course Number, Course Title, & Credit Hours (D, UN, UT, G, DU)	ACADEMIC DEGREES and COURSEWORK Relevant to Courses Taught, including Institution and Major; List Specific Graduate Coursework, if needed	OTHER QUALIFICATIONS and COMMENTS Related to Courses Taught and Modality(ies) (IP, OL, HY, OCIS)



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Catalina Casaru, PhD.	<p>EX 507. Practicum in Exercise Science (3)</p> <p>EX 515. Measurement, Evaluation and Applied Statistics in Kinesiology (3)</p> <p>EX 541. Research Methods in Exercise Science (3)</p> <p>EX 543. Sport Nutrition for Health and Performance (3)</p> <p>EX 545. The Nature and Basis of Movement (3)</p> <p>EX 548. Advanced Exercise Physiology (3)</p> <p>EX 552. Fitness Assessment and Management (3)</p> <p>EX 559. Exercise Management for Chronic Diseases and Special Population (3)</p> <p>EX 566. Advanced Biomechanics (3)</p> <p>EX 598. Thesis (3) Proposal and Design</p> <p>EX 599. Thesis (3) Defense</p>	Masters of Physical Education, Non-Certification	
Natasha Satcher-Bell, Ph.D.	PE/SM 532. Organization and Administration in	Masters of Physical Education, Non-Certification, P-12 Certification.	



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Current Faculty			
1	2	3	4
CURRENT FACULTY NAME (FT, PT)	COURSES TAUGHT including Term, Course Number, Course Title, & Credit Hours (D, UN, UT, G, DU)	ACADEMIC DEGREES and COURSEWORK Relevant to Courses Taught, including Institution and Major; List Specific Graduate Coursework, if needed	OTHER QUALIFICATIONS and COMMENTS Related to Courses Taught and Modality(ies) (IP, OL, HY, OCIS)
	Health and Human Performance (3)		
R.T. Floyd, EdD, ATC, CSCS	PE 573. Prevention, Care, and Treatment of Athletic Injuries Credits (3)  EX 564. Advanced Kinesiology (3)	Human Performance Studies	
Additional Faculty (To Be Hired)			
1	2	3	4
FACULTY POSITION (FT, PT)	COURSES TO BE TAUGHT including Term, Course Number, Course Title, & Credit Hours (D, UN, UT, G, DU)	ACADEMIC DEGREES and COURSEWORK Relevant to Courses Taught, including Institution and Major; List Specific Graduate Coursework, if needed	OTHER QUALIFICATIONS and COMMENTS Related to Courses Taught and Modality(ies) (IP, OL, HY, OCIS)
Ali Boolani, PhD, CSCS	EX 572. Performance Enhancement Specialist (3)  EX 574. Corrective Exercise Specialist (3)	Masters of Physical Education, Non-Certification, P-12 Certification.	

Abbreviations: (FT, PT): Full-Time, Part-Time; (D, UN, UT, G, DU): Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate, Dual: High School Dual Enrollment  
 Course Modality: (IP, OL, HY, OCIS): In-Person, Online, Hybrid, Off-Campus Instructional Site  
 Courses Taught/To be Taught – For a substantive change prospectus/application, list the courses *to be taught*, not historical teaching assignments.





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## B. All Proposed Program Personnel

Provide all personnel counts for the proposed program.

Employment Status of Program Personnel		Personnel Information		
		Count from Proposed Program Department	Count from Other Departments	Subtotal of Personnel
Current	Full-Time Faculty	3	0	3
	Part-Time Faculty	1	0	1
	Administration	1	0	1
	Support Staff	1	0	1
**New To Be Hired	Full-Time Faculty	0	0	0
	Part-Time Faculty	0	0	0
	Administration	0	0	0
	Support Staff	0	0	0
Personnel Total				6

**\*\*Note:** Any new funds designated for compensation costs (Faculty (FT/PT), Administration, and/or Support Staff to be Hired) **should be included** in the **New Academic Degree Program Business Plan Excel file**. Current personnel salary/benefits (Faculty (FT/PT), Administration, and/or Support Staff) **should not be included** in the **Business Plan**.

Provide justification that the institution has proposed a sufficient number of faculty (full-time and part-time) for the proposed program to ensure curriculum and program quality, integrity, and review.

The program will utilize current faculty with expertise in the courses designated to teach.

## C. Equipment

Will any special equipment be needed specifically for this program?

Yes ☐ No ☒

If yes, list the special equipment. Special equipment cost should be included in the **New Academic Degree Program Business Plan Excel file**.

## D. Facilities

Will any new facilities be required specifically for the program?

Yes ☐ No ☒

If yes, list only **new** facilities. New facilities cost should be included in the **New Academic Degree Program Business Plan Excel file**.

Will any renovations to any existing infrastructure be required specifically for the program?

Yes ☐ No ☒

If yes, list the renovations. Renovation costs should be included in the **New Academic Degree Program Business Plan Excel file**.



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### E. Assistantships/Fellowships

Will the institution offer any assistantships specifically for this program?

Yes ☒ No ☐

If yes, how many assistantships will be offered?

The expenses associated with any *new* assistantships should be included in the **New Academic Degree Program Business Plan Excel file**.

The program will offer one assistantship per year.

### F. Library

Provide a brief summarization (one to two paragraphs) describing the current status of the library collections supporting the proposed program.

Julia Tutwiler Library resources that support Exercise Science are limited. Library database subscriptions include CINAHL Complete, ProQuest Central, APA Psych Info and APA Psych Articles and Academic Search Premier. Open-access options include the indexing databases MEDLINE and PubMed. The current databases, both open-access and subscription, do not offer much in the way of full-text article access. It is recommended that the library subscribe to SPORTDiscus with Full Text, which would provide immediate access to current scholarship in the field of sports, sports medicine and exercise science. CINAHL Complete should be upgraded to CINAHL Ultimate, which would increase access to full text articles. Current print and electronic book holdings are not sufficient to support the program's needs. All told, the library holds roughly 270 books in the discipline, with most of the monographs aged over 10 years. Our interlibrary loan service is established, so students and faculty are able to borrow items from other libraries. The library has recently begun demand driven acquisition of ebooks, but has not yet purchased any new ebooks. In order to provide access to current scholarship subscribing to the database SPORTDiscus with Full Text, and upgrading to CINAHL Ultimate is recommended. Additional journal subscriptions and investment in current academic ebooks are also recommended

Will additional library resources be required to support the program?

Yes ☒ No ☐

If yes, briefly describe how any deficiencies will be remedied, and include the cost in the **New Academic Degree Program Business Plan Excel file**.

The director of the library makes the recommendations for additional resources, with a subscription to Sports Discuss Full Text being essential.

### G. Accreditation Expenses

Will the proposed program require accreditation expenses?

Yes ☒ No ☐

If yes, briefly describe the estimated cost and funding source(s) and include cost in the **New Academic Degree Program Business Plan Excel file**.

1. The Education Recognition Program certification is \$500.00.

2. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) charges various fees for accreditation, including:

a. **Initial accreditation:** \$1,800

b. **Continuing accreditation:** \$950



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## H. Other Costs

Please explain any other costs to be incurred with program implementation, such as marketing or recruitment costs. Be sure to note these in the **New Academic Degree Program Business Plan Excel file**.

## I. Revenues for Program Support

Will the proposed program require budget reallocation? Yes ☐ No ☒

If yes, briefly describe how any deficiencies will be remedied and include the revenue in the **New Academic Degree Program Business Plan Excel file**.

Will the proposed program require external funding (e.g., Perkins, Foundation, Federal Grants, Sponsored Research, etc.)? Yes ☐ No ☒

If yes, list the sources of external funding and include the revenue in the **New Academic Degree Program Business Plan Excel file**.

Please describe how you calculated the tuition revenue that appears in the **New Academic Degree Program Business Plan Excel file**. Specifically, did you calculate using cost per credit hour or per term? Did you factor in differences between resident and non-resident tuition rates?

## IV. Employment Outcomes and Program Demand (Industry Need)

### A. Standard Occupational Code System

Using the federal Standard Occupational Code (SOC) System, indicate the top three occupational codes related to post-graduation employment from the program. A full list of SOC codes can be found at <https://www.onetcodeconnector.org/find/family/title#17>.

A list of Alabama's *In-Demand Occupations* is available at <https://www.ache.edu/index.php/policy-guidance/>.

SOC 1 (**required**): 39-9031 Exercise Trainers & Group Fitness Instructors

SOC 2 (*optional*): 27-2022 Coaches & Scouts

SOC 3 (*optional*): 29-2031 Cardiovascular Technologists & Technicians

Briefly describe how the program fulfills a specific industry or employment need for the State of Alabama. As appropriate, discuss alignment with Alabama's Statewide or Regional Lists of In-Demand Occupations (<https://www.ache.edu/index.php/policy-guidance/>) or with emerging industries as identified by [Innovate Alabama](#) or the [Economic Development Partnership of Alabama](#) (EDPA).

The Exercise Science job market is growing faster than national average at per U.S. Bureau of Labor Statistics, with a national growth of 18%. For various sub-disciplines of Exercise Science the labor market increased up to 10% (Exercise Physiologist), for Coaches/ Scouts 9% , and Fitness/Trainers at 14%. Advance degrees in the field of Exercise Science sum up



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to 34%, 4% lower than the national average for all fields per U.S. Bureau of Labor Statistics, hence the need for advanced degrees.

The Bureau of Labor Statistics (BLS) projects that there will be about 39,900 openings for strength and conditioning coaches and scouts each year from 2021 to 2031. This is much faster than the average job growth for all occupations.

According to the Alabama in Demand Occupation table, in 2023-2024, there were 710 jobs openings on average in the area of Exercise Trainers & Group Fitness Instructors. For the Coaches and Scouts there were 410 jobs openings on average, and 100 jobs for the Cardiovascular Technologists & Technicians.

The University of West Alabama graduates will be able to enhance functional capacity through exercise of citizens with cardiac, metabolic and renal diseases. In addition, coaches will gain scientific knowledge on how to prepare and implement a strength training and conditioning plan.

### Employment Preparation

Describe how the proposed program prepares graduates to seek employment in the occupations ([SOC codes](#)) identified.

### B. Professional Licensure/Certification

Please explain if professional licensure or industry certification is required for graduates of the proposed program to gain entry-level employment in the occupations selected. Be sure to note which organization(s) grants licensure or certification.

The National Strength Training and Conditioning Association (NSCA) facilitates certification for the Certified Strength and Conditioning Specialist (CSCS). Upon graduation, students seeking employment in Division I or II at the National Collegiate Athletics Association (NCAA) as a strength training and conditioning coach, are required to acquire the certification.

### C. Additional Education/Training

Please explain whether further education/training is required for graduates of the proposed program to gain entry-level employment in the occupations selected.

N/A



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## V. Curriculum Information for Proposed Degree Program

- A. Program Completion Requirements: Enter the credit hour value for all applicable components (enter N/A if not applicable).

Curriculum Overview of Proposed Program	
Credit hours required in <b>general education</b>	12
Credit hours required in <b>program courses</b>	21
Credit hours in <b>program electives/concentrations/tracks</b>	9
Credit hours in <b>free electives</b>	6-9
Credit hours in <b>required research/thesis</b>	6
<b>Total Credit Hours Required for Completion</b>	<b>33</b>

Note: The above credit hours **MUST** match the credit hours in the *Curriculum Components of Proposed Program* table in Section V.G.

- B. Maximum number of credits that can be transferred in from another institution and applied to the program:

- C. Intended program duration in semesters for full-time students:

The program is designed to be completed within a year for the full-time students.

- D. Intended program duration in semesters for part-time students:

The program is designed to be completed within two years for the full-time students.

- E. Does the program require students to demonstrate industry-validated skills, Yes ☐ No ☒

specifically through an embedded industry-recognized certification, structured [work-based learning](#) with an employer partner, or alignment with nationally recognized industry standards?

If yes, explain how these components fit with the required coursework.

- F. Does the program include any concentrations? Yes ☒ No ☐

If yes, provide an overview and identify these courses in the *Electives/Concentrations/Tracks* section in the Curriculum Components of Proposed Program Table in Section V.G.

Masters of Science in Exercise Science offers two concentrations: Exercise Science Concentration and Strength Training and Conditioning.

The first concentration emphasizes the exercise prescriptions for children and adults interested in increasing fitness and functional capacity that might have one signs, symptoms and might have been diagnosed with metabolic, renal or cardiac disease.



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The second concentration, Strength Training and Conditioning, emphasizes developing the athlete.

Exercise Science concentration (9 credits):

- EX 552 Fitness Assessment and Management
- EX 559 Exercise Management for Chronic Diseases and Special Population
- EX 566 Advanced Biomechanics

Strength Training and Conditioning Concentration (9 credits):

- EX 545 Motor Development Applications in Kinesiology
- EX 572 Performance Enhancement Specialist
- EX 575 Advanced Strength and Conditioning Programs

- G. Please provide all course information as indicated in the following table. Indicate new courses with “Y” in the associated column. If the course includes a required work-based learning component, such as an internship or practicum course, please indicate with a “Y” in the WBL column.

Program Name:	Masters of Science in Exercise Science			
Program Level:				
Curriculum Components of Proposed Program				
Course Number	Course Title	Credit Hours	New? (Y)	WBL? (Y)
General Education Courses (Undergraduate Only)				
Program Courses				
EX 515	Measurement, Evaluation and Applied Statistics in Kinesiology	3	Y	
EX 541	Research Methods in Exercise Science	3	Y	
EX 543	Sport Nutrition for Health and Performance	3	Y	
EX 548	Advanced Exercise Physiology	3	Y	



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Program Electives/Concentrations/Tracks				
	Exercise Science Concentration			
EX 552	Fitness Assessment and Management	3	Y	
EX 559	Exercise Management for Chronic Diseases and Special Population	3	Y	
EX 566	Advanced Biomechanics	3	Y	
	Strength Training and Conditioning Concentration			
EX 545	Motor Development Applications in Kinesiology	3	Y	
EX 572	Performance Enhancement Specialist	3	Y	
EX 575	Advanced Strength and Conditioning Programs	3	Y	
	Comprehensive Track			
EX 507	Practicum in Exercise Science	3	Y	Y
	Electives			
EX 548	Personal Training (3)	3	Y	
EX 580	Neuromuscular Physiology (3)	3	Y	
EX 597	Independent Study in Exercise Science (3)	3		
PE 573	Prevention, Care, and Treatment of Athletic Injuries Credits (3)	3		
PE/SM 532	Organization and Administration in Health and Human Performance (3)	3		
	Any of the courses listed in the concentrations could be selected for as electives, if not used for the concentration.			
Research/Thesis				
EX 598	Thesis Proposal and Design	3	Y	
EX 599	Thesis Defense	3	Y	
<b>*Total Credit Hours Required for Completion</b>		<b>33</b>		

**\*Note:** The total credit hours should equal the total credit hours in the Curriculum Overview table (V.B, p. 9).

## New Academic Degree Program Summary/Business Plan

Use the Excel form from ACHE's Academic Program webpage located at <https://www.ache.edu/index.php/forms/>, named **New Academic Degree Program Business Plan**, to complete the New Academic Program Degree Proposal.

Instructions and definitions are provided in the Excel file. **The New Academic Degree Program Business Plan should be uploaded as an Excel file (.xlsx) in the Academic Program Review (APR) Portal.**



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## Steps for Submitting the New Academic Degree Proposal

1. Complete the **New Academic Degree Proposal** document.
2. Attach the letters of support from external entities listed in *Section I.D.* at the end of the **New Academic Degree Proposal** document.
3. Save the **New Academic Degree Proposal** document as a **.pdf file**.
4. Complete the **New Academic Degree Program Business Plan** and save as an **.xlsx file**.
5. Login to the Academic Program Review (APR) Portal at [apr.ache.edu](http://apr.ache.edu) using your ACHE-provided login information. If you are not a designated user for your institution, contact your designated user.
6. Provide responses to questions in the APR Portal.
7. Upload the **New Academic Degree Proposal .pdf file** in the APR Portal.
8. Upload the **New Academic Degree Program Business Plan .xlsx file** in the APR Portal.
9. Click to “Validate” the proposal and then address any issues with your submission.
10. Once validation is clear, click “Review” to check your responses before submitting. If all looks good, click “Submit” at the bottom of the review screen.
11. The system will then prompt you to “Lock” the submission. Your proposal is considered submitted only once it has been locked within the APR Portal.

→ **Note: Proposals that have not been locked by the deadline will not be reviewed for inclusion on the next Commission agenda.**



## Instructions for the Academic Degree Program Summary's Business Plan

➤ The **NEW ACADEMIC DEGREE PROGRAM SUMMARY** table is intended to provide a realistic estimate of the costs of the program over the first seven years of implementation and also serves as the basis for post implementation conditions for new enrollments and completions.

➤ **Estimated New Expenses to Implement the Proposed Program** (Rows 7-13) should only include the **\*additional costs\*** to be incurred after implementation, not any current costs. For instance, if new faculty will be hired for the program, new faculty salary/benefits would be included for each year following implementation, but salary/benefits for existing faculty should not be included. Numbers provided in this section should match the narrative description of "Program Resource Requirements" given in the Academic

➤ **New Revenues Available for Program Support** (Rows 17-19) includes only the **"new"** sources and amounts of funds available for the program's support, not any current revenues. For instance, if the proposed program will replace an existing program or option, only the tuition for additional students over and above the current revenue levels should be counted.

➤ New revenues should meet or exceed the additional costs for the program. *A new validation tool has been added into the table to prompt users.*

➤ **Total Enrollment Headcount** (Row 20) represents the total number of students enrolled, both part-time and full-time each year. This is a duplicated count, so that a student enrolled for four years would be included in enrollment counts for all four years.

➤ **New Enrollment Headcount** (Row 27) is an unduplicated counts across years, and a student will only be counted once during the year in which they first enroll. For example, if "Student A" was initially enrolled in the program in year 2 and again enrolled in the program in years 3, 4 and 5, "Student A" is only counted in the New Enrollment Headcount in year 2.

➤ In addition, new enrollment projections must be sufficient to ensure that the program will be sustainable over time and meet minimum viability requirements for program graduates. Average new enrollments must meet the minimum requirements specified in ACHE's Administrative Code §300-2-1.04 ("Operational Policy on the Approval of New Programs of Instruction and Requirements for Post-Implementation Monitoring"). *A new validation tool has been added to prompt users.*

ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY								
INSTITUTION:	The University of West Alabama							
PROGRAM NAME:	Exercise Science						CIP CODE:	31.0505
SELECT LEVEL:	GRADUATE (MASTER'S)							
ESTIMATED *NEW* EXPENSES TO IMPLEMENT PROPOSED PROGRAM								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
FACULTY	\$18,000	\$18,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$171,000
ADMINISTRATION/STAFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ASSISTANTSHIPS/FELLOWSHIPS	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$245,000
LIBRARY	\$10,000	\$0	\$10,834	\$5,000	\$0	\$0	\$0	\$25,834
ACCREDITATION AND OTHER COSTS	\$500	\$1,800	\$950	\$950	\$950	\$950	\$950	\$7,050
<b>TOTAL EXPENSES</b>	<b>\$63,500</b>	<b>\$54,800</b>	<b>\$73,784</b>	<b>\$67,950</b>	<b>\$62,950</b>	<b>\$62,950</b>	<b>\$62,950</b>	<b>\$448,884</b>
*NEW* REVENUES AVAILABLE FOR PROGRAM SUPPORT								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
REALLOCATIONS								\$0
EXTERNAL FUNDING								\$0
TUITION + FEES	\$72,310	\$87,077	\$108,923	\$123,385	\$137,847	\$166,771	\$166,771	\$863,082
<b>TOTAL REVENUES</b>	<b>\$72,310</b>	<b>\$87,077</b>	<b>\$108,923</b>	<b>\$123,385</b>	<b>\$137,847</b>	<b>\$166,771</b>	<b>\$166,771</b>	<b>\$863,082</b>
ENROLLMENT PROJECTIONS								
<i>Note: "New Enrollment Headcount" is defined as unduplicated counts across years.</i>								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	AVERAGE
FULL-TIME ENROLLMENT HEADCOUNT	No data reporting	5	6	7	8	10	10	7.67
PART-TIME ENROLLMENT HEADCOUNT		2	3	3	3	3	3	2.83
<b>TOTAL ENROLLMENT HEADCOUNT</b>		7	9	10	11	13	13	10.50
<b>NEW ENROLLMENT HEADCOUNT</b>		4	7	7	8	10	10	7.67
Validation of Enrollment			YES	YES	YES	YES	YES	
DEGREE COMPLETION PROJECTIONS								
<i>Note: Do not count Lead "0"s and Lead 0 years in computing the average annual degree completions.</i>								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	AVERAGE
<b>DEGREE COMPLETION PROJECTIONS</b>	No data reporting	5	6	6	8	10	10	7.50