Alabama Commission on Higher Education

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Proposal for a New Degree Program

I. Information and Rationale

A. Primary Contact Information

Institution: University of North Alabama

Contact: Dr. Katie Kinney

Title: Interim Provost and Vice President for Academic Affairs

Email: kckinney@una.edu

Telephone: (256) 765-4258

B. Program Information

Date of Proposal Submission: Click or tap to enter a date.

Award Level: Master's Degree

Award Nomenclature (e.g., BS, MBA): MS

Field of Study/Program Title: Master of Science in Occupational Therapy

CIP Code (6-digit): 51.2306

C. Implementation Information

Proposed Program Implementation Date: 5/1/2026

Anticipated Date of Approval from Institutional Governing Board: 6/3/2024

Anticipated Date of ACHE Meeting to Vote on Proposal: 6/14/2024

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

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

Approval from the Accreditation Council of Occupational Therapy Education (ACOTE) in December 2025.

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. To expand the Anderson College of Nursing and Health Professions and the University of North Alabama's degree offerings.

2. To provide graduate-level preparation to advance the professional opportunities of baccalaureate students seeking employment in the occupational therapy profession.

3. To assist in meeting the occupational therapist employment needs of stakeholders as well as the occupational therapy needs of clients throughout the north Alabama region.

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.

1. North Alabama Medical Center
2. Helen Keller Hospital
3. JW Sommers Rehabilitation Facility
4. Stepping Stones Pediatric Therapy, Inc.
5. North Alabama Bone and Joint Rehabilitation
6. Cypress Cove Nursing and Rehabilitation Facility
7. Decatur Morgan Hospital – West Campus
8. Huntsville Hospital
9. Easter Seals/ Reach Pediatrics
10. United Cerbral Palsy of NW Alabama
11. Mitchell Hollingsworth Nursing and Rehabilitation Center

II. Background with Context

A. Concise Program Description

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

The University of North Alabama is an accredited institution that offers both undergraduate and graduate degree programs. It is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The mission of the University of North Alabama is to be innovative, inclusive, engaged, evolving, and global. The 2019-2024 strategic plan of the University includes the following themes: transformational learning experiences, academic excellence, innovation, diversity and inclusion, financial stability, and institutional identity. The proposed Master of Science in Occupational Therapy program (OTM) is intended to provide graduate-level preparation to advance the professional opportunities of baccalaureate students seeking employment in the occupational therapy profession. The program is also intended to assist in meeting the needs of healthcare professionals within North Alabama. The goal of the proposed OTM program is to graduate individuals who are able to provide an advanced level of care and possess a higher level of knowledge in the profession of occupational therapy (OT) and are prepared to administer compassionate, person-centered care for clients across the lifespan.

B. Student Learning Outcomes

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

1. Integrate knowledge, competencies, and skills of a professional occupational therapist into clinical practice.

2. Appraise evidence-based research in clinical practice to ensure quality care across the lifespan.

3. Incorporate ethical decision-making, technology, and communication skills to provide culturally competent care.

4. Network effectively with healthcare team members to improve health outcomes for diverse populations.

5. Develop effective leadership skills to advance the occupational therapy profession.

C. Administration of the Program

Name of Dean and College: **Dr. Tera Kirkman and Anderson College of Nursing and Health Professions**

Name of Department/Division: Graduate Programs Department

Name of Chairperson: Dr. Kristy Oden

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.

CIP Code	Degree Title	Institution with Similar Program	Justification for Duplication
51.2306	Master of Science in Occupational Therapy	Alabama State University	208 miles away from University of North Alabama
51.2306	Master of Science in Occupational Therapy	University of Alabama Birmingham	Accreditation is Inactive
51.2306	Master of Science in Occupational Therapy	University of South Alabama	335 miles away from University of North Alabama
51.2306	Master of Science in Occupational Therapy	Tuskegee University	Probationary Accreditation and 244 miles away from University of North Alabama

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

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.

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.

Discussions regarding collaborative efforts to develop and teach a course within the OT program have occurred with the Department of Kinesiology. A kinesiology faculty member could potentially develop and teach the Applied Kinesiology course.

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.

Accreditation of this program will be obtained through the Accreditation Council for Occupational Therapy Education (ACOTE). The institution plans to seek this accreditation to ensure the OT program meets the standards necessary to prepare students for credentialing and employment. ACOTE accreditation is required for students to be eligible for the National Board Certification in Occupational Therapy (NBCOT) certification examination.

2. Does your institution intend to pursue any other non-required accrediting **Yes ☐ No ☒**

organizations for the program?*

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

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.

Admission to the Master of Occupational Therapy (MOT) Program

Admission to the Master of Occupational Therapy (MOT) Program is competitive; therefore, meeting the following minimal requirements does not guarantee admission into the program.

1. Completion of a baccalaureate degree from a regionally accredited college or university.

2. Applicants are expected to have a minimum overall cumulative grade point average (GPA) of 3.0 (based on a 4.0 scale) for their undergraduate degree and a cumulative GPA of 3.0 for prerequisite courses.

4. Completion of prerequisite courses (with a minimum grade of "C") prior to enrollment in the program.

Completion of all prerequisite courses is not required prior to applying to the program. You may have no more than 3 outstanding prerequisites at the time that you apply, and you must report a plan regarding when you will complete the remaining courses.

Prerequisite Course Credits

- PY 302: Abnormal Psychology (3)

- CH 101: Chemistry (3)

- ED299: Human Growth and Development (3)

- BI 241: Human Anatomy and Physiology I (4)

- BI 242: Human Anatomy and Physiology II (4)

- MA 147: Statistics (3)

6. Applicants need to have at least 30 documented OT observation hours under the supervision of a licensed occupational therapist. As few as one occupational therapist (OTR) at one site and as many as two therapists at two different facilities can be used to complete the 30 hours. A Documentation of Experience (DOE) form will need to be completed by each supervising occupational therapist to verify contact hours. A total of 30 hours is required for admission; however, more hours are always desirable

6. Applicants must secure at least 2 professional references to complete an evaluation on their behalf.

7. Submission of an application through the Occupational Therapy Centralized Application Service (OTCAS). https://otcas.liaisoncas.com/applicant-ux/#/login

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.

The mode of delivery will be a hybrid format. Fieldwork requirements can be completed using competency-based assessment.

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.

The proposed MOT program will expand the ACONHP and UNA degree offerings. The need for the change was determined by requests from prospective students, local clinical partners, the UNA administration in collaboration with the Dean of the ACONHP, and the ACONHP faculty. Additionally, in February 2023, UNA surveyed all Freshmen and current nursing majors. A total of 431 responses were received (232 freshmen and 192 sophomores). Of those respondents, 371 (86.5%) expressed that they would be willing to attend graduate school for their chosen major. Based on the academic majors indicated by the students in the survey, 76.2% were in majors that could be a natural transition into a master's degree in OT. Specifically, 209 (48.72%) respondents identified as "health and medicine" majors, 64 (14.92%) "STEM" majors, and 54 (12.59%) "social science" majors. There were 381 (88.4) students who indicated that they have always been drawn to service-related professions. Additionally, 146 (66.20%) indicated that they did not know what an Occupational Therapist does. When presented with more of the profession of OT, 225 (52.33%) indicated they would be interested in the field. Of the 430 respondents, 58.37% (n=251) indicated yes or maybe when asked if they would have considered OT a major when they first enrolled.

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)
FT	none		

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)
FT	none		

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	1	0	1
	Part-Time Faculty	0	0	0
	Administration	0	1	1
	Support Staff	0	1	1
**New To Be Hired	Full-Time Faculty	1	0	1
	Part-Time Faculty	0	0	0
	Administration	0	0	0
	Support Staff	0	0	0
			Personnel Total	**4**

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 University currently employs an Occupational Therapist who will serve as Program Director and full-time faculty. A fieldwork coordinator Occupational Therapist will begin full-time employment in Fall 2024. An adjunct faculty member will be hired after the launch of the program as needed pending enrollment.

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　　　**Yes ☐ No ☒**
for the program?

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

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.**

F. Library

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

UNA is served by one main campus library (Collier Library), which offers access to a variety of library instruction services and resources to members of the University community. These include opportunities to schedule a library instruction/information literacy session for any class taught at UNA, embedded/course librarians, and research consultations. Library instruction can be conducted either face-to-face or online, via Teams formats. The Embedded Librarian service offers professors teaching either online, or face-to-face courses with an online component, the opportunity to enlist the aid of a consulting librarian by adding them to the LMS (Canvas) course. Once "embedded," the librarian can interact directly with students via the course in the LMS (Canvas). Librarians answer research-related questions and post relevant information to class discussion boards to assist students in utilizing the library's resources. Canvas Modules on course specific library content, such as videos, can also be created and added to Canvas. Students may also schedule one-on-one research consultations/meetings with a librarian. Research Consultations are designed to facilitate individualized consultation with a librarian. Research consultations provide in-depth assistance in library research including identifying and locating relevant sources, search strategies, and evaluating information sources. Librarians help regarding the most appropriate resources for a subject area, locating periodical articles and books on a topic, searching the Web to find reliable sources, locating primary documents, locating, and using government documents and statistical resources, and using Interlibrary Loan to request materials from other libraries. These consultations can be scheduled by individuals or small groups and are held either in person in the Collier Library or online using Teams. There will be no off-campus or distance education instruction with this program. Modules regarding library resources may be added to each course. Additionally, embedded librarians are added to courses to provide student support and information regarding library resources. Educational Technology Services (ETS) provides online resources regarding the navigation of the learning management system, Microsoft office, and email. ETS also provides information regarding the online tutoring service, Tutor.com.

The library currently provides access to a variety of journals relevant to occupational therapy including, but not limited to *American Journal of Occupational Therapy, Australian Occupational Therapy Journal, Brazilian Journal of Occupational Therapy, Hong Kong Journal of Occupational Therapy, Indian Journal of Occupational Therapy, Indian Journal of Physiotherapy and Occupational Therapy, Irish Journal of Occupational Therapy, Mental Health Occupational Therapy, Occupational therapy in Mental Health, Occupational Therapy International, Open Journal of Occupational Therapy, Physical & Occupational Therapy in Geriatrics, Scandinavian Journal of Occupational Therapy,* and *South African Journal of Occupational Therapy.*

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.**

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.**

The Accreditation Council for Occupational Therapy Education (ACOTE) requires the submission of accreditation fees that the Anderson College of Nursing and Health Professions will pay. Initial accreditation fees include a Candidacy Application Fee of $3,670, a Pre-accreditation Review Fee of $5,840, and an Initial On-Site Fee of $5,840. Included in the "Other" section in the New Academic Degree Program Business Plan Excel spreadsheet.

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.**

The University of North Alabama will use organic marketing strategies (e.g., social media marketing, email campaigns, etc.) to recruit for the OTA program. Included in the "Other" section in the New Academic Degree Program Business Plan Excel spreadsheet.

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?

Tuition revenue was calculated using cost per credit hour. Tuition differences for residents and non-residents were included.

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 SOCs 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**): 29-1122.00 Occupational Therapists

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).

According to the U.S. Bureau of Labor Statistics, there were approximately 47,000 OTA job openings in 2021, and the need for OTAs is expected to grow 25% by 2031 with a median salary of $61,520 per year. Approximately 9,300 openings are expected annually from 2021-2031. Additionally, approximately 133,900 occupational therapist job vacancies were reported in 2021 with an anticipated 14% growth by 2031 and a reported median annual salary of $85,570. An OT program would assist in meeting the demand for additional occupational therapists and also provide a pathway for OTAs to seek advanced degrees as occupational therapists. Locally, a gap in occupational therapy care has been identified among clinical partners due to a shortage of OTA professionals. The proposed OT program would help meet the employment needs of stakeholders within the community and expand the availability of occupational therapy services throughout the region.

B. Employment Preparation

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

The program will help prepare graduates to seek employment by offering meaningful fieldwork (work-based learning) experiences with highly qualified employer partners. Students will have opportunities to interact with future employers at these sites and demonstrate the knowledge and skills obtained throughout the program. A career fair will be held on the University campus 1-2 semesters prior to graduation. During the fair mock interviews will be completed by potential employers. This will give employer partners another opportunity to interact with the graduates.

C. 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.

To practice as an OT, individuals must pass the National Board of Certification in Occupational Therapy exam. This program's clinical experiences and didactic coursework will be based upon ACOTE standards and prepare students for examination, credentialing, and entry-level employment as certified occupational therapists.

D. 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.

Additional education and training are not required for graduates of the BSOTA program to gain entry-level employment in the field.

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 **general education**	20
Credit hours required in **program courses**	83
Credit hours in **program electives/concentrations/tracks**	0
Credit hours in **free electives**	0
Credit hours in **required research/thesis**	0
Total Credit Hours Required for Completion	**103**

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:

Maximum number of credits that can be transferred in from another institution and applied to the program is 6 (six) credits (2 courses) pending department chair/dean approval.

C. Intended program duration in semesters for full-time students: Seven (7) semesters

D. Intended program duration in semesters for part-time students: There is no part-time option.

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.

Students engage in work-based learning with an Occupational Therapist employed at a hospital, clinic, rehabilitation facility, and etc. during field work experiences. Completion of field work is required in the following courses: Fieldwork Experience I A, Fieldwork Experience I B, Fieldwork Experience II A, Fieldwork Experience II B. Fieldwork opportunities are required and embedded throughout the curriculum.

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.

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:	Master of Science in Occupational Therapy			
Program Level:	Masters Level			
Curriculum Components of Proposed Program				
Course Number	Course Title	Credit Hours	New? (Y)	WBL? (Y)
General Education Courses *(Undergraduate Only)*				
PY 302	Abnormal Psychology	3		
CH 101	Chemistry	3		
EDD 299	Human Growth and Development	3		
BI 241	Human Anatomy and Physiology I	4		
BI 242	Human Anatomy and Physiology II	4		
MA 147	Statistics	3		
Program Courses				
	Interactive Reasoning and Ethics in Healthcare	3	Y	
	Medical Documentation and Informatics	3	Y	
	Assistive Technology	3	Y	
	Community-based and Specialized Practice	3	Y	
	Management in OT	3	Y	
	Foundations and Framework for Advanced Occupational Therapy	4	Y	
	Principles of Practice: Early Life	3	Y	
	OT with the Older Adult	3	Y	
	Occupational Performance across the Lifespan	3	Y	
	Advanced Human Anatomy	4	Y	
	Occupational Measurement and Analysis	3	Y	
	OT for Orthopedic Conditions	3	Y	
	Advanced Clinical Pathophysiology for OT	3	Y	
	Applied Kinesiology	3	Y	
	Evidence-Based Practice I	3	Y	
	Evidence-Based Practice II	3	Y	
	Evidence-Based Practice III	3	Y	
	OT for Neurological Conditions I	3	Y	
	OT for Neurological Conditions II	3	Y	
	Neuroanatomy	3	Y	
	OT for Mental Health Conditions	3	Y	
	Fieldwork Experience I A	1	Y	Y
	Fieldwork Experience I B	1	Y	Y
	Fieldwork Experience II A	8	Y	Y
	Fieldwork Experience II B	8	Y	Y
Program Electives/Concentrations/Tracks				

	None			
Research/Thesis				
	None			
	Total Credit Hours Required for Completion	**83**		

*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.**

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 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.**