NAME OF INSTITUTION: ___________________________________________

NAME OF DEGREE: ___________________________________________

PROPOSED CIP CODE: ___________________________________________

STAGE I : _____   STAGE II : _____  CONSOLIDATED : _____

Submission date: _____  Submission date: _____ Submission date: _____

For each of the following items, write the application page number of the item's location. Please return the checklist with your application.

I. PROPOSAL DEVELOPMENT

<table>
<thead>
<tr>
<th>Program Abstract (3 - 4 pages) -</th>
<th>_____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background -</td>
<td>_____</td>
</tr>
<tr>
<td>Process for developing the proposed program -</td>
<td>_____</td>
</tr>
<tr>
<td>Board of Trustees approval -</td>
<td>_____</td>
</tr>
<tr>
<td>Copy of minutes from Board of Trustees meeting -</td>
<td>_____</td>
</tr>
<tr>
<td>Use of outside consultants (if applicable) -</td>
<td>_____</td>
</tr>
</tbody>
</table>

II. PURPOSE AND GOALS

<table>
<thead>
<tr>
<th>Program description -</th>
<th>_____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals for first five years of proposed program -</td>
<td>_____</td>
</tr>
<tr>
<td>Strategies for their achievement -</td>
<td>_____</td>
</tr>
<tr>
<td>Measures to determine their accomplishment -</td>
<td>_____</td>
</tr>
</tbody>
</table>
Program curriculum -  

# of Credits required to complete program -  

Information concerning certification, licensures and specialized accreditation, if appropriate -  

Summary display of credits by course category -  
e.g. major, cognate areas, general education and electives  

Identify which courses are new or to be developed -  

III. MISSION CONTEXT  

Relationship of program to institutional, segmental and system mission and priorities -  

Relationship of program to existing offerings at institution -  

Impact of proposed program on current academic offerings -  

IV. NEED FOR THE PROGRAM  

Evidence of student demand -  

Evidence of current career opportunities -  

Identify similarities and differences of proposed program with other existing programs -  

V. STUDENTS  

Estimated enrollment 1st year (full-time/part-time) -  

Estimated enrollment 1st year of full implementation (full-time and part-time students) -  

Describe students to be served -  

Admission and admission criteria -  

Recruitment strategies -  

Retention strategies -  

Support services for proposed program - ______
Transferability of program participants - ______
Parties and terms of transfer articulation agreements - ______

**VI. PROGRAM DIVERSITY**

Describe how the program will attract students from underrepresented groups - ______
Describe preparation of graduates for service to diverse populations - ______

**VII. ADMINISTRATION AND OPERATION**

Describe the organizational structure for administration and operation of proposed program - ______
Describe strategies (assessment) designed to ensure its continuing quality and effectiveness - ______

**VIII. RESOURCES**

A narrative and budget reflecting comprehensive resource data, including the **number, type and costs** associated with the new program for the first year of operation and for the year of full implementation. In addition, identification of the existing program or concentration that has been or will be discontinued and a budget reflecting its comparable resource data associated with the following areas:

- Faculty and staff ______
- Instructional materials (including library resources) ______
- Equipment and facilities ______
- Field and clinical resources, if applicable ______
IN ADDITION, FOR STAGE II OR CONSOLIDATED PROPOSAL APPLICATION

Complete description of curriculum - _____

Semester by semester sequence of courses (Attachment A: Course numbers, credits, titles, indicating new and/or to be developed courses) - _____

Describe procedures and arrangements for independent work, internship or clinical placement arrangements, if applicable - _____

FACULTY

Identify current faculty and include vitae - _____

Display positions to be filled with qualifications - _____

STUDENTS

Projected percentages of degree completion rates - _____

Describe strategies to assure likelihood of student success - _____

Expected time from admission to graduation - _____