**Massachusetts Department of Higher Education**

**COVID-19 New Institution Application Addendum**

Boxes will expand if the answer extends past the space provided.

Submit one electronic copy to [programreview@bhe.mass.edu](mailto:programreview@bhe.mass.edu)

1. **Overview**

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| **Name of Institution:** |
| **Proposed Degree Title:** |

1. **Programs and Instruction**

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| **Describe any elements of the proposed program that address the new institution’s approach to COVID-19 in terms of instruction,** including but not limited to curriculum, modality, assessment, admissions requirements, etc. **You may indicate where in the program application this discussion occurs, or add below.** |

1. **Faculty**

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| **Describe any relevant elements of the proposed program impacting faculty that are due to the institution’s planned approach to COVID-19,** including but not limited to the institution’s hiring plans, conditions of work, and permissible instructional modalities that would accommodate mitigation steps. **You may indicate where in the program application this discussion occurs, or add below.** |

1. **Enrollment and Student Services**

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| 1. **Describe any relevant elements of the proposed program impacting faculty that are due to the institution’s planned approach to COVID-19,** including but not limited to anticipated time frame to market to and enroll students, enrollment projections, **and required mitigation measures students can expect. You may indicate where in the program application this discussion occurs, or add below.** |
| 1. **Describe any significant changes made to services provided to students due to the proposed institution’s mitigation of COVID-19,** including but not limited to the provision of academic and personal counseling, health services, financial aid, bursar, academic supports, Veterans Education Services, residential life, library and information services, career services, etc. **You may indicate where in the program application this discussion occurs, or add below.** |

1. **FISCAL**

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| 1. **Describe how the proposed institution’s budget takes account of reasonable expenses projected to allow for COVID-19 mitigation,** including but not limited to instructional space, library assets, electronic databases, and the general campus environment. **You may indicate where in the program application this discussion occurs, or add below.** |
| 1. **Describe the impact of COVID-19 on the institution’s fiscal resources. Ensure your Budget Narrative** and **Budget** indicate that the organization will have sufficient resources to support the proposed program **inclusive of COVID-19 mitigation resources.** |

**CEO/President Signature**

*By signing below, I understand and attest that all the foregoing statements are true and accurate.*

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| **Signature:** |  | **Date:** |  |
| **Print Name:** |  | | |