

**Form NP**

NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s): \_\_\_\_\_  
\_\_\_\_\_

Program Title: \_\_\_\_\_

Degree/Certificate: \_\_\_\_\_

Options: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delivery Site(s): \_\_\_\_\_

CIP Classification: \_\_\_\_\_ (Please provide a CIP code)

Implementation Date: \_\_\_\_\_

Cooperative Partners: \_\_\_\_\_

Expected Date of First Graduation: \_\_\_\_\_

AUTHORIZATION

\_\_\_\_\_  
Name/Title of Institutional Officer                      Signature                      Date

\_\_\_\_\_  
Person to Contact for More Information                      Telephone

**Form SE**

**STUDENT ENROLLMENT PROJECTIONS**

| Year      | 1 | 2 | 3 | 4 | 5 |
|-----------|---|---|---|---|---|
| Full-Time |   |   |   |   |   |
| Part-Time |   |   |   |   |   |
| TOTAL     |   |   |   |   |   |

## FORM CL

### COLLABORATIVE PROGRAMS

Sponsoring Institutions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Degree program: \_\_\_\_\_

Length of agreement: \_\_\_\_\_  
(open-ended or limited)

1. Which institution(s) will have degree-granting authority?
2. Which institution(s) will have the authority for faculty hiring, course assignment, evaluation, and reappointment decisions?
3. What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?
4. Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?
5. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?
6. In addition to the information provided by each participating institution regarding Financial Projections (Form FP), please address the following items:
  - A. How will tuition rates be determined if they differ among the institutions?
  - B. Has a formal agreement been developed regarding cost-sharing policies? If yes, please include it as part of the proposal. If no, please summarize the current understanding between all parties and the plans for developing a formal agreement.
  - C. What arrangements, if any, have been made for exchange of money between participating institutions?
7. What commitments have been made by all participants to evaluate the program systematically?
8. If one institution wishes to discontinue the program, what agreements exist for terminating the offering?

**FORM PS**

**PROGRAM STRUCTURE**

A. Total credits required for graduation: \_\_\_\_\_

B. Residency requirements, if any: \_\_\_\_\_

C. General education: Total credits: \_\_\_\_\_

Courses (specific courses OR distribution area and credits):

\_\_\_\_\_ cr. \_\_\_\_\_ cr. \_\_\_\_\_ cr.

\_\_\_\_\_ cr. \_\_\_\_\_ cr. \_\_\_\_\_ cr.

\_\_\_\_\_ cr. \_\_\_\_\_ cr. \_\_\_\_\_ cr.

\_\_\_\_\_ cr. \_\_\_\_\_ cr. \_\_\_\_\_ cr.

\_\_\_\_\_ cr. \_\_\_\_\_ cr. \_\_\_\_\_ cr.

D. Major requirements: Total credits: \_\_\_\_\_

\_\_\_\_\_ cr. \_\_\_\_\_ cr. \_\_\_\_\_ cr.

\_\_\_\_\_ cr. \_\_\_\_\_ cr. \_\_\_\_\_ cr.

\_\_\_\_\_ cr. \_\_\_\_\_ cr. \_\_\_\_\_ cr.

\_\_\_\_\_ cr. \_\_\_\_\_ cr. \_\_\_\_\_ cr.

\_\_\_\_\_ cr. \_\_\_\_\_ cr. \_\_\_\_\_ cr.

E. Free elective credits: \_\_\_\_\_ (Sum of C, D, and E should equal A.)

F. Requirements for thesis, internship or other capstone experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G. Any unique features such as interdepartmental cooperation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Form FP**

FINANCIAL PROJECTIONS

|   | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---|--------|--------|--------|--------|--------|
| <u>1. Expenditures</u><br><br>A. One-time:<br>New/renovated space<br>Equipment<br>Library<br>Consultants<br>Other<br><br>Total for One-time Expenditures<br><br>B. Recurring:<br>Faculty<br>Staff<br>Benefits<br>Equipment<br>Library<br>Other<br><br>Total for Recurring Expenditures<br><br>TOTAL (A + B) |        |        |        |        |        |
| <u>2. Revenues</u><br><br>*State Aid – CBHE<br>*State Aid – DESE<br>Tuition/Fees<br>Institutional/Resources<br>Other<br><br>TOTAL REVENUES  |        |        |        |        |        |

\* Please provide a brief description of the nature of the state aid. Is "new" money requested or is "old" money going to be used? What is the nature of the "old" money?

# Form PG

## PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name \_\_\_\_\_

Program Name \_\_\_\_\_

Date \_\_\_\_\_

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

### Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.
- Characteristics of a specific population to be served, if applicable

### Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate
- Estimated percentage of credit hours that will be assigned to full-time faculty. Please use the term "full-time faculty" (and not FTE) in your descriptions here.
- Expectations for professional activities, special student contact, teaching/learning innovation

### Enrollment Projections

- Student FTE majoring in program by the end of five years
- Percent of full-time and part-time enrollment by the end of five years

### Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation
- Special skills specific to the program
- Proportion of students who will achieve licensing, certification, or registration
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
- Placement rates in related fields, in other fields, unemployed
- Transfer rates, continuous study

### Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide reasons.

### Alumni and Employer Survey

- Expected satisfaction rates for alumni, including timing and method of surveys
- Expected satisfaction rates for employers, including timing and method of surveys