**1.Program delivery and description.**

Provide a brief narrative description of the program, including a list of its central academic objectives. Explain how the curriculum is structured to meet the program’s stated objectives. Describe the program’s mode of delivery (e.g., face-to-face, online, hybrid, etc.).

**2. Need**

Explain how the program will meet regional and state needs and priorities.

**3. Similar Programs**

Identify similar programs and sponsoring institutions in the Region or nearby Regions. Discuss the possible impact of the proposed program on the existing similar programs.

**4. Assessment**

Indicate the institution’s plan to assure assessment measures are consistent with on-campus programs.

**5. Faculty and Staff**

Describe the personnel resources available to develop and maintain a quality program including faculty (full- and part-time, current and new), staff (full- and part-time, current and new), and the administrative structure that will be in place to oversee the program. Also include a description of faculty qualifications, the faculty evaluation and reward structure, and student support services that will be provided by faculty and staff.

**6. Enrollment**

Complete the table indicating the number of students who will be served by the program. If any explanatory text would be helpful, provide additional information about enrollments as well.

|  |  |  |
| --- | --- | --- |
| **STUDENT ENROLLMENTAND DEGREE PROJECTIONS  FOR THE PROPOSED PROGRAM** | | |
|  | **Year One** | **5th Year**  **(or when fully implemented)** |
| Number of Program Majors (Fall Headcount) |  |  |
| Annual Full-time-Equivalent Majors (Fiscal Year) |  |  |
| Annual Number of Degrees Awarded |  |  |
| Add here any relevant notes (e.g., Students are to be enrolled in a cohort; all students will be enrolled part-time; etc.) | | |

**7. Facilities and Equipment**

Describe the facilities and equipment available to develop and maintain a quality program including buildings, classrooms, laboratories and equipment, clinical sites, office space, and library resources. Indicate plans to ensure students have the appropriate training in the use of technologies for learning and are provided with necessary training prior to the beginning of the program.

|  |
| --- |
| **8. Budget narrative.** |
| Provide a brief narrative of the resource requirements included in the Budget Table. |

|  |  |  |  |
| --- | --- | --- | --- |
| **ESTIMATED COSTS OF THE PROPOSED PROGRAM** | | | |
| **Category** | **Unit of Measurement** | **Year One** | **5th Year** |
| **(or when fully implemented)** |
| Personnel | | $ | $ |
| Faculty | FTE | # | # |
| Faculty | $ | $ | $ |
| Other Personnel Costs | $ | $ | $ |
| Supplies, Services, Equipment1 | $ | $ | $ |
| Facility Costs (e.g., rental, maintenance) | $ | $ | $ |
| Other Costs (itemized): |  |  | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
| **Total** | **$** | **$** | **$** |