



## **Proposal for Delivery of an Existing Program to a New Location**

This document outlines the information that is to be submitted in support of requests for approval of delivering existing academic program(s) to new location(s).

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### **1. Program Description**

- a. Program title, level, and delivery sites.
- b. Department and school/college that would offer the program. Include the name of the institution program coordinator.
- c. Briefly describe the academic program. List all course titles, including number of credits.
- d. Indicate in what ways the proposed program at the new location(s) will differ from the on-campus program.
- e. List any special requirements or prerequisites for admission to the program at the new location(s).
- f. Is there an accrediting agency or professional society that has established standards for this program? If so, is the program currently accredited? If accredited, what steps would be needed to accredit the program at the proposed new location(s)?

### **2. Demand**

- a. List any similar programs offered at the proposed or nearby location(s).
- b. Provide evidence of need for the program at the new location(s).
- c. Estimate enrollment and number of graduates over the next five years. Will any enrollment limitation be imposed? If so, how will those to be enrolled be selected?

### **3. Personnel**

- a. List the names and qualifications of faculty (regular and adjunct) who will be involved in delivering the program to the proposed location(s). Will new faculty be needed?
- b. Estimate the number and type of support staff needed to provide the program at the new location(s).

#### **4. Other Resources**

- a. Describe facilities (e.g., buildings, labs, equipment) necessary to offer the program at the new location(s).
- b. Indicate how library needs will be met.
- c. Indicate how students at the new location(s) will receive student services (e.g., academic advising, financial aid assistance, course registration, access to book/text purchases).

#### **5. Alternative Delivery Methods/Formats**

- a. Are alternative delivery methods being used (e.g., telecommunications)? Please describe.
- b. Will this program be delivered in an alternative format (e.g., weekend, evening, on-site)? Please describe.

#### **6. Budgetary Impact**

- a. Indicate the estimated cost of the program for the first four years of its operation. (Use the "Budget Outline" and the "Budget Outline Instructions" forms on the Forms and Guidelines Web site.)
- b. If grant funds are required to launch the program, what does the institution propose to do with the program upon termination of the grant?
- c. Will the allocation of going-level budget funds in support of the program have an adverse impact on any other institutional program, including the on-campus program? If so, in what ways?
- d. If the program will be financed from existing resources, specifically state:
  - i. what the budgetary unit will be doing as a result of the new program that is not now done, in terms of additional activities.
  - ii. what these new activities will cost and whether financed or staffed by shifting of assignments within the budgetary unit or reallocation of resources within the institution. State which resources will be moved and how this will affect those programs losing resources.

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