**New Program: Significant Departure**

Official name of the program:

Implementation Date (State actual first date of term, not “Spring 2021”):

Degree Level (Circle):

Associate

Bachelor

Master

Ed Specialist

Doctorate

Certificate

Degree Type (Circle):

Certificate

Associate of Arts (AA)

Associate of Sciences (AS)

Associate of Applied Science (AAS)

Bachelor of Applied Science (BAS)

Minor, Concentration, Emphasis, Option, Track

Bachelor of Arts (BA)

Bachelor of Science (BS)

Master of Arts (MA)

Master of Science (MS)

Doctor of Philosophy

Method of Delivery (Circle):

Face to Face

Distance delivery of more than 50% of program requirements

Distance delivery of less than 50% of program requirements

Semester or Quarter (Circle):

Semester

Quarter

Number of Credits Needed to Complete Program:

Credits to Completion Notes (You can supply more details about the program credits here, if needed):

Budget Worksheet (You can download a Budget Worksheet template [here](http://www.nwccu.org/wp-content/uploads/2018/07/BudgetWorksheet2018.xlsx),):

Additional Supporting Documentation (To be uploaded, if any):

Additional Information (You can supply more details about the program here, if needed):

Do you require expedited review? ($1000 for a two-week turn around.Expect about two months for a non-expedited review) (Circle):

Yes

No

Change Fee: $1000

**Please answer the questions below. Responses to the following are required:**

**a. Mission and Core Themes:**Provide a clear statement of the nature and purposes of the change in the context of institutional mission and core themes.

**b. Authorization:**Provide evidence of the date of formal approval by the governing board and by the appropriate governmental agency to offer the proposed existing and/or new program(s) at the proposed site(s). If the institution is located in, or operates in, a state that has only minimal requirements for chartering, but also a higher level of authorization to grant degrees, date and evidence of approval at the higher level is required.

* Date of governing board approval – upload minutes
* Date of governmental agency approval (if applicable) – upload minutes

**c. Educational Offerings:**

1. Provide descriptive information of the educational offering(s) including credits to completion, courses by title and assigned academic credit granted;
2. Provide descriptive information regarding method of instructional delivery (i.e., type of delivery including percent of face‐to‐face, hybrid, distance delivery, and/or competency‐based);
3. Provide a description of expected student learning outcomes;
4. Provide a description of the assessment plan for student learning outcomes;
5. Provide evidence of review by the appropriate academic policy body of the institution

**d. Planning:**

1. Plans and descriptive materials indicating evidence of need for the change and the student clientele to be served
2. Describe the procedures used in arriving at the decision to change.
3. organizational arrangements required within the institution to accommodate the change including administrative, staff, and faculty hires, facilities, student services, library; and
4. Describe the timetable for implementation.

**e. Student Services:**Describe capacity of student services to accommodate the change; and implications of the change for services to the rest of the student body;

**f. Physical Facilities and Equipment:** Describe the provision for physical facilities and equipment;

**g. Library and Information Resources:**Describe adequacy and availability of library and information resources;

**h. Faculty:**Provide an analysis of the faculty and staff needed which includes educational and professional experience qualifications of the faculty members relative to their individual teaching assignments; and anticipated sources or plans to secure qualified faculty and staff.