

COTC
New Program Pre-Approval Form

This form is used to request pre-approval to create a new credit-bearing degree or certificate program. Submission of this form does not guarantee approval. In addition to this form, you will be asked to meet with the Academic Division Dean to provide additional information and/or documentation and may also be asked to meet with the Provost. Submission of this form will also require attaching supporting documentation such as job demand and other market information.

Date submitted: _____

Proposed Program Title: _____

Dean: _____

Faculty included in the proposal (if applicable): _____

Academic area: _____

Proposed Program Type (indicate all that apply):

AAS _____

AA _____

AS _____

BAS _____

Certificate _____ (One-year or less than one-year?)

If this pre-approval is for a certificate, what associate degree will be its pathway?

Proposed Total Credit Hours: _____

Please provide a detailed rationale as to why this program is needed. Include information such as, advisory board recommendation, local and regional job demand, and market trend data, etc.

Are there currently degrees and/or certificates in this program in the geographical area (e.g., within 30 miles radius)?

No _____ Yes _____

If yes, which college(s) offers the program? _____

How many graduates from the program annually for the past three years? _____

Will brand new courses be developed for the proposed program?

No _____ If no, which current courses will be suggested for the curriculum? _____

Yes _____ If yes, list the number of new courses that must be developed: _____

Attach the proposed draft plan of study here.

Is this program a result of a request by a COTC Industry Partner(s)?

No _____ Yes _____

If yes, which partner? _____

Is this program a result of fulfilling a grant requirement?

No _____ Yes _____

If yes, which grant? _____

Will this proposed profession require programmatic accreditation?

No _____ Yes _____

If yes, which one? _____

Provide a link to the standards here.

Will students obtain or have access to Industry Certification(s) upon completion of this program?

No _____ Yes _____

If yes, which one(s)? _____

Will new faculty have to be hired?

No _____ Yes _____

If yes, what are the minimum requirements (degree, years of experience, certification, etc.)?

If yes, how many faculty? _____

Will a dedicated lab space be required for the proposed program?

No _____ Yes _____

If yes, how much space/labs? _____

Is there an existing lab space that could be shared?

Provide a link to the appropriate programmatic standard here.

Will this proposed program require renovations to existing space?

No _____ Yes _____

If yes, provide a description of the renovations: _____

Will special equipment be required for the proposed program?

No _____ Yes _____

If no, explain: _____

If yes, include a preliminary list and total cost? _____

Provide a link to the appropriate programmatic standard here.

Will this proposed program have limited enrollment?

No _____ Yes _____

If yes, how many students/cohort: _____

What is the basis for the limited enrollment? _____

What is the projected enrollment for this program?

Year 1 _____

Year 2 _____

Year 3 _____

Year 4 _____

Thereafter _____

Which format will be used to provide instruction (Select one)?

Face-to-face

Fully Online

Hybrid

What is the anticipated start date for the proposed program if it is approved? _____.

Additional information that will be helpful to the President's Cabinet: _____

Required documentation must be attached.

Program of Study to include pre-requisites.

Programmatic accreditation standards.

Preliminary Equipment list & cost

Workforce data