Proposals for New Programs: Feasibility Phase Checklist (Provost)

Submit the following items, along with this checklist, to the Provost *before* the final document is submitted to ARC. In order to expedite the process, this should be done much earlier than the **October 15** deadline. ARC cannot review any new program without first obtaining the Provost's signature on this checklist.

If an item applies *only* to a particular type of program, that information is indicated in parentheses. Credit-bearing certificates will also need an ARC form.

Feasibility Phase

☐ Program proposal

    ☐ Program summary, objectives, and cooperative arrangements (if any)

    ☐ Program's impact on the College's other programs, including the undergraduate curriculum if the proposed program is a graduate program

☐ Program's need

    ☐ If the program is in the liberal arts/sciences, indicate student demand and opportunities for further education if appropriate; if the program is career-oriented/professional, indicate student demand and labor market need, provide employer surveys, and describe opportunities for employment and advanced/additional study.

    ☐ Alignment with the Strategic Plan

    ☐ Comparison with similar programs in the State and neighboring states

  ☐ Program's anticipated enrollment from launch to optimal level

  ☐ Additional resources needed for the first five years

☐ Program budget (graduate program only)

Feasibility Approval

Provost's signature _____ Date _____