**Intent to Pursue Program Change**

Directions: Prior to pursuing a program change, the department head will submit this form to the Administrative Council. Check the box that applies.

**PART I**

 Certificate Specific Degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Concentration

 Mergers and Consolidations of Programs

 Minor

 NISP

 Program Alterations (CIP Code, Program Title) Specify:\_\_\_\_\_\_\_\_\_\_\_\_

 Substantive Change

 Teach OUT (Intent to Close Program)

**PART II**

Description of the proposed change.

**Questions to Answer:**

* What is(are) the goal(s) of this program; what is trying to be achieved?
* What is the demand for the program? Program change?
* To what degree will the proposed program be attached?
* What will be the CIP Code?
* Who are the teaching faculty?
* What is the targeted population?
* What are the prerequisites for the courses that will be included in the program?
* What distinguishes this program from other similar programs that may be

offered at UA?

* What courses from other departments/colleges will be included?
* Who will advise the students?
* Who will monitor the program?
* Who will promote the program?
* Who will work to schedule courses?
* What are the anticipated enrollments for the first five years? Please justify these

estimate.

* Can the program be self-supporting? Have resources (e.g. faculty, staff, etc.)

been (re)allocated within the unit to support the proposed program? If so, how?

* Will the program meet guidelines set by agencies that could provide financial aid

to students?

* Will the program be entirely campus-based or will there be other optional

delivery methods?

* Are there additional facilities and equipment that the College of Education would

have to invest in for the sustainability of the program? If so, provide a plan/assessment for those needs.

* How long will it take each type of student (full-time, part-time, etc.) to complete

the Program?

For an undergraduate program:

* Who will ensure appropriate information is included in DegreeWorks, if applicable?
* How have the needs of transfer students been taken into account when planning their curriculum?

For a graduate program:

* What are the departmental admission requirements?

Rationale for the proposed change.

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Council Recommendation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_