

## Required Documentation for Degree Proposals

Form updated: April 18, 2018

<p><b>The basic framework for all proposals is the Criteria Checklist format required by ICHE. This table explains which elements are required for each type of proposal.</b></p> <p style="color: red;">Note that each element, even if bundled in a combined proposal, requires separate entry in APPEAR to facilitate approvals and implementation.</p>	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
	Characteristics of the program/action/other proposal	Rationale for the program/action/other proposal	Cost and support for program	Similar and related programs	Quality and other aspects of the program	Projected Headcount and FTE (contact Philemon Yebei)	Letters of support	Market analysis	Articulation Plan – New Bacc Deg (contact UTO)	Notice of Intent to apply for financial aid eligibility	OOE Coversheet
Certificates: New Stand-Alone Certificate	X	X		X				X (brief)		If sought	
Certificates: New Area Certificate	X	X		X							
Degrees: New+	X	X	X	X	X	X	X*	X	X		
Degrees: Additional in same discipline	X	X									
Degrees: Existing at New Location	X	X									
Degrees: New, Online+	X	X	X	X	X	X	X*	X	X		X
Degrees: Existing to be offered online											X
Degrees: Dual Degrees (both existing)	X	X									
Degrees and certificates: Name Change	X	X									
Degrees and certificates: Termination	X	X									
Majors/Tracks/Concentrations/ Specializations: New	X	X									
Majors/Tracks/Concentrations/ Specializations: Name Change	X	X									
Minors: New	X	X									
Minors: Name Change	X	X									
Transcript Notations	X	X									

+ Proposals for new degrees should be in two forms. One should be approximately 10 pages, with no attachments.

The other can add attachments (that are briefly described in the 10 page document).

\* Description/list of letters within document, attachments for actual letters.