Required Documentation for Degree Proposals

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.	1. Characteristics of the program/action/other proposal	2. Rationale for the program/action/other proposal	3. Cost and support for program	4. Similar and related programs	5. Quality and other aspects of the program	6. Projected Headcount and FTE (contact Steve Keucher)	7. Letters of support	8. Market analysis	9. Notice of Intent to apply for financial aid eligibility	10. 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		
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
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.