

PROPOSAL FOR AN EXTERNAL DEGREE

Date: _____

Department/Division: _____

School/College: _____

Program (Major and Degree): _____

Which campus(es) will offer this program? _____

Will any approved areas of emphasis be offered under this major? _____

Proposed Effective Date: _____

The proposal for an External Degree must include a brief narrative that addresses the following points.

1. Assessment

A needs assessment demonstrating a sufficient pool of qualified applicants.

2. Admission Requirements

All requirements for admission to an External Academic Degree Program will be the same as those for the same degree at an authorized unit.

3. Program Content

The basic curriculum of the program will be equivalent to the authorized unit's approved program. The criteria for electives or substitutions for specific requirements will be equivalent at both (or all) locations.

4. Student Advising

Each student must have reasonable access to an advisor or advisory committee.

5. Resident Requirements

Residence requirements will be identical to those established for the authorized degree program with residence at the approved location serving to meet that requirement.

6. Program Management

Each proposal must contain a specified plan for program maintenance and program quality. This plan will provide contact persons at cooperating units, a detailed timetable, and complete plans for application and matriculation of students. In addition, specific plans should be provided concerning the schedule of courses, the duration of the program, program review, and possible duplication with other programs in the immediate

area.

7. Library and Laboratory Resources

The proposal must include a review of existing library and laboratory resources (or other specialized resources) at the host location. If deficiencies exist, the proposal must include a plan, including timetable and budget, for alleviating the deficiencies.

8. Budget

The budget must provide a realistic estimate of the costs of developing and implementing a quality program. Consequently, each program budget must contain detailed estimates—specified separately for authorized and cooperating units—concerning faculty and staff positions, library, laboratory, and other specialized facility resource requirements, travel and other significant operating expenses. If the support for the program is the result of an internal reallocation of resources, explicit details should be included in the proposal. The budget must reflect the start-up costs of the program, projected costs for completion of the first cycle of students, and additional costs associated with any future cycles of students.

9. Program Costs Assessed to Students

Any costs beyond those normally associated with the program on campus must be spelled out and justified.

10. Accreditation

Appropriate accreditation procedures will be carried out by the authorized institution.

11. Approvals

Department Head _____ Date _____

Dean _____ Date _____

Dean of External Campus _____ Date _____

