

NORTHERN ILLINOIS UNIVERSITY
Office of the Provost

Format for Requesting New On- and Off-Campus Programs

1. **Department:**
2. **Title of the Program:**
3. **Level of the Program:** __ Baccalaureate __ First Professional __ Master's __ Doctorate
4. **Proposed Date for Enrollment of First Class:**
5. **Proposed Location:**
 _____ **On-Campus** _____ **Off-Campus:** Region Number (s) _____ _____ **Online**
6. **Fit with Institutional Priorities:** *Describe how the new program will fit with Northern Illinois University's institutional priorities including our mission, "the mission of Northern Illinois University is to empower students through educational excellence and experiential learning as we pursue knowledge, share our research and artistry, and engage communities for the benefit of the region, state, nation and world," and our values of curiosity and creativity, equity and inclusion, ethics and integrity, and service and stewardship.*
7. **Faculty Champions:** *Provide evidence that there are "faculty champions" who support this program and have the time, talent and political acumen to make the program succeed.*
8. **Fit with Departmental/College Program Portfolio:** *Provide a description of how the proposed program fits with other programs in the department/college program portfolio. Specifically address (a) what opportunities for collaborations and synergies exist with other units in offering this program and (b) will beginning this program allow us to cut in another area.*
9. **Evidence of Demand for the Program:** *Justify the request for a new program by providing evidence of the following: serving a distinct population of students; meeting regional needs; increasing the number of graduates in a high demand or emerging field of study; achieving specialized accreditation; matching the program and curriculum to occupational demand; and meeting the needs of business, employers, or society. Cite U.S. Bureau of Labor Statistics Occupational Outlook Handbook and Illinois Department of Employment Security data to demonstrate supply versus demand.*
10. **Projections of Student Demand:**

Complete the table below outlining projected student demands for the program.

PROJECTIONS OF STUDENT DEMAND FOR THIS PROGRAM

	1st Year	5th Year
Number of Program Majors (Fall Headcount)		
Annual Full-Time-Equivalent Majors (Fiscal Year)		
Annual Number of Degrees Awarded		

*Undergraduate FTE = the number of credit hours divided by 30

*Graduate FTE = the number of credit hours divided by 24

11. Resources Needed to Deliver the Program. *Please complete narrative budget statement should be provided to explain the data in the table.*

Total resource requirements should be explained in terms of all projected staff requirements, equipment, and instructional materials, library requirements, and contractual services for internships, practica, or clinical placements, and other necessary resource.

Existing resources available (line 1) and additional resources needed (line 2) in the budget year should be explained in terms of assumptions and factors used to construct the attached budget matrix.

TOTAL RESOURCE REQUIREMENTS FOR THE NEW PROGRAM

		1st Year	5th Year
1	Existing Resources Available		
2	Additional Resources Needed		

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