

UNIVERSITY PROGRAM PROPOSAL

Planning & Development Request

1. _____
(Program title)
2. _____
(Principal developer)
3. _____
(College or unit submitting)
4. _____
(Proposed initiation or implementation date)
5. _____
(Brief program description – **attach program plan**)

6. _____
(Relationship to college or University plans)

7. _____
(Describe need that is fulfilled at University or in society through program)

8. _____
(Describe how the need for the program has been assessed – **attach needs assessment**)

9. _____
(Detail incremental or added costs to University for program for each of the first five years)

10. _____
(Describe non-financial resources required from the University to support program – space, library, etc.)

11. _____
(Detail approval process, standards or accreditation standards external to University)

12. _____
(Describe program partners, sponsors, cooperators and funding organizations)

13. _____
(Detail major risks associated with program proposal – legal, financial, political, etc.)

14. _____
(Describe how program will become financially sustainable over time – **attach a detailed budget**)

15. _____
(Describe how the program outcomes will be assessed)

16. _____
(Describe the process by which faculty review of this proposal was gained. **Attach summary of the conclusions of this review.**)

17. Please attach details for each of the following: program plan, needs assessment, business plan and a summary of the faculty review. (See numbers 1, 8, 14 and 16)

(Dean or Vice-President review and approval signature)

(Date of review and approval)