

(5 pages maximum)

<u>Program Name</u>	<u>Institution</u>	<u>Degree Level</u>

Review Process Recommendation*

	Printed Name	Signature	Date
Department Head:	_____	_____	_____
	Recommend	Not Recommended	(please provide a brief rationale)
Dean:	_____	_____	_____
	Recommend	Not Recommended	(please provide a brief rationale)
VPAA:	_____	_____	_____
	Recommend	Not Recommended	(please provide a brief rationale)
President:	_____	_____	_____
	Recommend	Not Recommended	

*A recommendation at the department head or dean level is considered as full support of the pre-proposal. If a pre-proposal is not recommended at the department head or dean's level it should not be sent forward to the VPAA.

Note: Recommendation for a pre-proposal should not be considered as a tacit approval of a program proposal. A pre-proposal is preliminary approval to move forward with completing a program proposal. Program approval is not final until all requisite bodies and accreditation entities have approved.

Provide a maximum 5 page narrative for the proposed program and attach relevant documentation.

Justification/Need for Program (Attach Relevant Documentation):

- State, Regional and National Data Relative to Demand for Program
- Projected Program Enrollment for 3-5 Years. Based on Internal & External Prospective Students Who Indicate a Commitment (not interest) in Enrolling (consider attrition)
- Impact on Existing Internal and External Programs (Russellville & Ozark)

Curriculum Outline

- List Major Courses and Credit Hours (denote new courses with an asterisk)
- List All Support Courses Required from Other Departments/Programs

Resources

- Anticipated New Program Costs/Expenses (i.e., faculty (FT, PT, Adjunct)/GAs/staff/lab assistant, supplies, library resources, equipment, space renovations) for 3-5 Years and How Program Will Support
- Other

Faculty

- Impact on Workload for Current Faculty
 - Other
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