

NEW UNDERGRADUATE PROGRAM PROPOSAL

ILLINOIS INSTITUTE OF TECHNOLOGY

The following information is required to approve a new program. When using this template, move the cursor a little to the right of label, click to place the cursor there, and then type or paste in as much information as needed. Typing or pasting in text will move subsequent labels farther down the page. Each main section (General Information, Marketing Information, and Academic Information) begins a new page.

College:

Department:

Date:

Approvals Required

(1) Academic Unit Head:

(2) Dean:

(3) Other:

GENERAL INFORMATION

Program Title:

Program Scheduling *(Next to the appropriate semester, click on the blank and type in the year):*

Fall

Spring

Summer

Total Program Credit Hours: _____

Program Description: *Provide a brief narrative of the program content (use as much space as needed) .*

Program Purpose: *Provide details on the intent of the program and its relation to other programs.*

Program Benefits: *State the impact of the program for students and for IIT.*

Classification of Instructional Programs (CIP) Code _____ . _____

Required to make the program US Financial Aid Eligible - The CIP code takes the following structure: xx.xxxx Where each x is a number between 0 and 9. This 6-digit code identifies, to the greatest specificity possible, an entire instructional program. The classification scheme seeks to comprehensively address all areas of study. Because of the dynamic nature of education, however, new CIP codes are frequently added to the list. The first 2-digits are the first cut off of detail and describe the general discipline of the program. For example, any program with a CIP that starts with 14 is within the Engineering discipline; anything with a 22 is within the legal discipline. The next 2 digits increase the level of detail, and the final 2-digits provide the highest level of detail.

Find CIP codes at <http://nces.ed.gov/ipeds/cipcode>

MARKETING INFORMATION

Competitive Programs: *Indicate other similar programs locally and nationally detail their success.*

Market Analysis: *Detail the results of any market analysis performed; if none, provide justification for the program including (potential) employment opportunities for graduates.*

Marketing and Advertising: *List the strategies to be employed for the program.*

ACADEMIC INFORMATION

Enrollment Estimates: *Provide estimates for initial enrollments (first three years) and for steady state including justification.*

Retention Estimates: *Provide estimates for retention including justification.*

Course Requirements: *Detail the courses needed for the program including courses currently offered, new courses to be developed, and dependence on courses from other academic units with their commitments to provide these courses on a long-range basis. Include descriptions of laboratories that will need to be developed along with equipment and facilities requirements.*

SAMPLE CURRICULUM /PROGRAM REQUIREMENTS

Provide below a sample curriculum and the program requirements, as they would appear in the IIT Undergraduate Programs bulletin or Graduate Programs bulletin as appropriate.