

CONNECTICUT BOARD OF GOVERNORS FOR HIGHER EDUCATION

Department of Higher Education

**PROCEDURES FOR CIRCULATION
OF PROGRAM PROPOSALS**

The Board of Governors' Regulations for Licensure and Accreditation in Section 10a-34-4(c) provide that, as part of the licensure review process, a summary of each new program proposal shall be circulated to all institutions of higher learning in Connecticut and to other interested parties, for review and comment regarding the need for the program. The applicant institution shall be given an opportunity to respond to all comments.

The Board of Governors' Guidelines for Streamlined Review of New Academic Programs provide that, in order to reduce the time required for Department of Higher Education (DHE) review of new programs, the program summary shall be circulated by the applicant institution prior to submission of the proposal to DHE, with comments to be forwarded both to the proposing institution and to DHE.

Procedures

An institution planning to file an application for licensure of a new program or an off-campus program shall circulate a summary of the proposal to all other institutions of higher education in Connecticut, plus other interested parties at least four weeks before the proposal is scheduled to be forwarded to DHE. The institution should contact the Department's Academic Affairs Unit for an address list of Connecticut institutions and other interested parties appropriate to the proposed program.

The format for program summaries is attached, along with a suggested cover letter requesting that comments be forwarded to both the proposing institution and DHE, within three weeks.

The program application packet, which is forwarded to DHE, shall include the response of the proposing institution to any comments received. The comments and the response from the proposing institution will be used by DHE in assessing the need for the proposed program.

If you have questions please call the Department of Higher Education at (860) 947-1822.

* The only new programs which are exempt from the circulation requirement are certificate and associate degree programs that are eligible for post-audit review.

“Institutional Letterhead”

SAMPLE LETTER FOR CIRCULATION OF NEW PROGRAM SUMMARY

TO: Constituent Unit Chief Executive Officers
Presidents of Institutions of Higher Education
Other Interested Parties

FROM: Dean of the College or Vice President for Academic Affairs

DATE:

SUBJECT: [IDENTIFY PROPOSAL OF A NEW ACADEMIC PROGRAM]

I am enclosing for your information and comment, a summary of a new academic program proposal which we plan to submit to the Board of Governors:

e.g. BS, Space Shuttle Engineering

e.g. MS, Metaphysical Science

This circulation of the program summary is intended to provide you with an opportunity to comment on the need for this proposed program. Specifically, please comment on career opportunities, student demand and the availability of similar programs in this field of study.

Your comments and observations will assist us and the Board of Governors in assessing the need for the proposed program. Comments and observations should be forwarded in writing to the Department of Higher Education, Attn: Licensure and Accreditation.

We would appreciate receiving your comments by _____ (allow at least 14 days).

Enclosure: Program Summary

cc: Department of Higher Education
Attn: Licensure and Accreditation
61 Woodland Street
Hartford, CT 06105

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PROGRAM SUMMARY COVER SHEET

I. Description of Degree of Proposed Academic Program

Program Name	Date of Submission to BGHE
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Title of Degree (and abbreviation)

CIP Code No.	Title						
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Department and School or College

Applicant Institution	Proposed Initiation Date
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Geographic Location of Program

Institutional Liaison Person	Title	Telephone
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Board of Trustees Staff Liaison (if applicable)

II. Summary (Describe the proposed academic program below and on a separate page if necessary.) Please follow guidelines on attached sheet.

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GUIDELINES FOR DESCRIBING A PROPOSED ACADEMIC PROGRAM IN THE PROGRAM SUMMARY

The purpose of the program summary is to provide enough information to other institutions so that they may comment on the need for the proposed program. Please provide on the program summary cover sheet and additional pages, if necessary, at least the information requested below:

1. Objectives: What are the objectives of the proposed program? Please include:
 - a) Who will be the students? (full-time/part-time, college age/adult, members of a particular professions, etc.)
 - b) How will students use their education following completion of the proposed program?
2. Curriculum: What knowledge and skills will students gain from the proposed program?
 - a) Major course requirements*
 - b) Cognate areas*
 - c) General education
 - d) Electives
3. Need for the proposed program:
 - a) What evidence is there of student demand for the proposed program?
Has there been a survey of interest? What were the results?
 - b) What employment opportunities have been identified for graduates of the proposed program?

* Courses in these categories must be listed