

CONNECTICUT BOARD OF GOVERNORS FOR HIGHER EDUCATION

**APPLICATION FOR LICENSURE OF A
PROGRAM OF HIGHER LEARNING WITHIN AN ACCREDITED
CONNECTICUT INSTITUTION OF HIGHER LEARNING**

An application for program licensure should be filed at least nine months in advance of the date for which authorization to operate is requested. The Department of Higher Education goal is to complete a program review in four to six months to allow some lead-time for program initiation. For background information on procedures, a review of Sections 10a-34-1 to 10a-34-8 in the regulations is recommended prior to arranging a conference with staff.

The replies in this application, along the Program Summary, Resource Summary, and any supplementary material provided, will be reviewed in the following four steps:

Planning assessment, in accordance with Section 10a-34-4 (e).

Quality assessment, in accordance with Section 10a-34-4(f).

Review by the Advisory committee on Accreditation (Section 10a-34-7).

Review and action by the Board of Governors.

Before completing this application, please review Sections 10a-34-9 to 10a-34-24 pertaining to approval standards in the regulations. When completing the application, repeat each of the requests for information as listed in items 1 to 9. An answer or explanation should be provided for every item. Place the name of the institution and program at the head of each page.

Three copies of the Program Summary, Resource Summary, and the completed application should be submitted to the address listed below. Please also provide two copies of the current catalog. Additional copies of the application and catalog may be requested for review committees and the Advisory Committee on Accreditation.

Academic Affairs Division
Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2326

PLEASE COMPLETE THE FOLLOWING ITEMS

List the name of the institution and the name of the program at the head of each page of the application.

1. Objectives (see 10a-34-10)

State the objectives of this program in relation to the goals and objectives of the institution. In so doing, public institutions shall relate the proposed program to their approved mission, role, and scope. Identify target clientele and likely post-graduation activities.

2. Educational Planning Statement (see 10a-34-4(e)).

- a. Indicate the relationship of the proposed program to other programs and resources of the institution, and to any institutional plan.
- b. Indicate what consideration has been given to similar programs in the geographic area to be served by the proposed program. Identify any similar existing academic programs in Connecticut in public, independent or proprietary institutions and explain the relationship of the proposed program to existing offerings.
- c. Explain and provide supporting data regarding the relationship of the proposed program to further educational opportunities and current employment trends. Indicate evidence of student demand.
- d. Board policy requires that all public institutions consider transferability of credit in the development of new undergraduate programs. Describe program articulation agreements planned or under development for this program. If possible, indicate the amount of credit, which will transfer.
- e. Board policy requires that the proposing institution circulate a summary of each new program proposal to the higher education community for comment on need. Please refer to Procedures for Circulation of Program Proposals.

3. Administration (see 10a-34-11)

- a. Indicate the dates by which students will enroll in and complete the program.
- b. Describe the position and qualifications of the person directly responsible for administration of the program (e.g., program coordinator, department chairperson).
- c. List any specialized accrediting agency to which the institution plans to apply for program accreditation.
- d. Describe procedures for internal evaluation of the program, including criteria that will be used.

4. Finance (see 10a-34-12)

- a. Summarize how resources described in questions 5, 7, and 9, will be provided-existing resources, reallocation and/or new resources. In the case of existing or reallocated resources, indicate how the institution will prevent a negative impact on other programs. New costs and sources of funding are to be identified in the attached resource summary.
- b. Complete the Resource Summary.

5. Faculty (see 10a-34-13)

- a. List the name, title and qualifications for each person who will teach specialized courses in the program. Include for each person, full or part-time status, degrees with areas of specialization, institutions at which the degrees were earned, pertinent experience, and proposed course assignments.
- b. For each vacant or proposed faculty position, provide title, position qualifications, areas of teaching specialization, and proposed date of appointment.

6. Curricula and Instruction (see 10a-34-15 and 10a-34-16)

- a. Identify and describe each major component of the program (major or specialization, general education, thesis, etc.); specify credit requirements for each component. Indicate the required sequence of courses and established prerequisites, if any. Attach appropriate excerpts from the catalog.
- b. Give the number, title and a narrative course description for each course in the major area of specialization in the proposed program, noting which courses are new. Attach appropriate excerpts from the catalog.
- c. Identify program models, program standards, and sources of technical advice employed in designing the program. Enclose copies of model curricula when relevant.
- d. Indicate any requirements and arrangements for clinical affiliations, internships, and practical or work experience. Describe how these will be administered and furnish the following assurances:
 - (1) The courses of the program, and the related clinical or work experience, have been articulated with appropriate credits assigned.
 - (2) The work activities of the students will be structured by the institution as an educational experience with supervision, teaching and evaluation under the control of the college.
 - (3) Agreements or contracts exist between the institution and the agency in which the students will receive their practical experience.

7. Resource Centers and Libraries (see 10a-34-18)

- a. Report as accurately as practicable the number of volumes, periodicals and other materials in the major field and cognate subject areas.
- b. Provide a representative listing of periodical literature in the library which will support the program.
- c. List any new learning materials, which will be added for the program. Indicate when they will be available for student and faculty use.

8. Admission Policies (see 10a-34-14)

Describe any additions to or variances from the general admission requirements of the institution. For graduate programs, describe specific admissions requirements.

9. Facilities and Equipment (see 10a-34-19)

Describe any specialized physical facilities and specialized equipment which are necessary to initiate and maintain the program. If materials are not available already, provide a schedule for their acquisition.

CONNECTICUT BOARD OF GOVERNORS FOR HIGHER EDUCATION

Department of Higher Education

Resource Summary Instructions

INSTITUTIONAL INFORMATION

- Institution: Give name of institution and location where program will be offered.
- Program: Give name of proposed program and degree abbreviation (e.g., B.S. for Bachelor of Science).
- Name/Date: Type name of preparer, sign and date.

PROJECTED ENROLLMENT

- Internal Transfers: Give the numbers of currently enrolled FT and PT students who are expected to enroll in the program.
- New Students: Give the numbers of new FT and PT students expected to enroll in the program during each year.

NEW REVENUES

- Tuition & Extension Fund: Calculate tuition and extension fund revenue based on the following:
- Net increase in enrollment (new students)
 - For full-time students, indicate the current annual FT tuition rate
 - For part-time students indicate current rate per credit and average number of credits per year per PT student.
- Other New Revenues: These may include grants or contracts with private or governmental entities or other sources. Please describe and identify amount of funds.

NEW EXPENDITURES

- Faculty & Support Staff: Give number of FTE new faculty and support staff and their total salaries for each year. Please note figures for each year should be cumulative (new hires and their salaries should be carried forward to succeeding years).
- Library: Give the amount of additional funds required for each year to support library resources for the new program.
- Equipment: Give the amount of additional funds budgeted for each year to purchase new equipment for the program.

** Please attach the completed Resource Summary form to the Application.

CONNECTICUT BOARD OF GOVERNORS FOR HIGHER EDUCATION

Department of Higher Education

RESOURCE SUMMARY

Institution _____

Program _____

Name _____ Signature _____ Date _____

PROJECTED ENROLLMENT	YEAR 1		YEAR 2		YEAR 3	
	FY 20____		FY 20____		FY 20____	
	FT	PT	FT	PT	FT	PT
Internal Transfers	_____	_____	_____	_____	_____	_____
New Students	_____	_____	_____	_____	_____	_____
TOTAL ENROLLMENT (est.)	_____	_____	_____	_____	_____	_____

NEW REVENUES	YEAR 1		YEAR 2		YEAR 3	
	EST. AMOUNT		EST. AMOUNT		EST. AMOUNT	
Tuition (1)	_____	_____	_____	_____	_____	_____
Extension Fund Fees (2)	_____	_____	_____	_____	_____	_____
Other Sources (Please attach a description)	_____	_____	_____	_____	_____	_____
TOTAL NEW REVENUES	_____	_____	_____	_____	_____	_____

NEW EXPENDITURES	YEAR 1		YEAR 2		YEAR 3	
	Number	Est. Cost	Number	Est. Cost	Number	Est. Cost
Faculty (full-time)	_____	_____	_____	_____	_____	_____
Support Staff (full-time)	_____	_____	_____	_____	_____	_____
Library	_____	_____	_____	_____	_____	_____
Equipment (3)	_____	_____	_____	_____	_____	_____
Other (4)	_____	_____	_____	_____	_____	_____
TOTAL NEW EXPENDITURES	_____	_____	_____	_____	_____	_____

PLEASE FILL IN) (1) Calculated for new students only at _____ per year for full-time and _____ per sch for an average of _____ sch per year for part-time students.

(2) Calculated at _____ per credit hour.

(3) Please attach a list of equipment and estimated costs.

(4) Please attach a description.

Academic Affairs Division
Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2326

w:\forms\tab1 p9 ResSumm.doc (12/97)