# Please Note:

CHE requires Georgia size 11 font only. Border art on the cover page is not advised. Appendices should not be included. Page numbers have been included on this template; please make sure that you include page numbers on your proposal as well.

For information on USC institutional approval processes, deadlines, and forms, please view <http://www.sc.edu/provost/forms/2012-2013CHEAppvTimeline-NewPrograms.pdf> and <http://www.sc.edu/provost/acadprog/programs/newdegreeprograms.shtml>

# Appendix A: Format for Program Planning Summaries

Failure to address the following components adequately may delay the program’s submission to the Advisory Committee on Academic Programs.

**1. Cover Page**

The cover page must include:

1. name of the proposing institution;
2. program title, including concentrations, options, and tracks;
3. date of submission;
4. signature of the President or Chief Executive Officer of the institution or system; and
5. program contact name and contact information.

**2. Classification**

This section must include:

1. program title;
2. concentrations, options, and tracks;
3. designation, type, and level of degree (if baccalaureate, specify four- or five-year);
4. proposed date of implementation;
5. whether the program qualifies for supplemental Palmetto Fellows Scholarship and LIFE Scholarship awards; and
6. delivery mode.

**3. Justification**

This section must include:

1. a discussion of the need for the program in the state;
2. a discussion of the relationship of the proposed program to existing programs at the proposing institution; and
3. an assessment of the extent to which the proposed program duplicates existing programs in the state.

**4. Program Demand and Productivity**

This section must include:

1. a discussion of the anticipated enrollment in the planned program in its fourth year; and
2. a discussion of the anticipated number of annual completions in the planned program after its fourth year.

**5. Employment Opportunities for Graduates**

This section must include a discussion of either anticipated employment opportunities for graduates supported by the most current U.S. Bureau of Labor Statistics, state, and regional employment data; local or regional employment opportunities as advertised in newspapers,the employment office, or other sources; or demand for graduate supported by community and business surveys. This data must be quantified to the maximum extent possible, cover a reasonable period in the future beyond the anticipated date of graduation of the first classes, and must include sources of the data. Programs that prepare teachers and other school professionals must cite the most recent data published by the [Center for Educator Recruitment, Retention, and Advancement](http://www.cerra.org/research/SupplyAndDemand/index.html) (CERRA).

**6. Curriculum**

This section must provide an outline of the curriculum for the planned program.

**7. Articulation and Inter-institutional Cooperation**

This section must describe the institution’s efforts to link the proposed program to similar programs offered by other institutions in the state either through articulation agreements or inter-institutional cooperation.

**8. Estimate of Costs**

This section must provide a general estimate of the total costs associated with implementing the planned program.