**Off-Campus Degree or Certificate Proposal Requirements**

**and Procedures for Cohorts**

**Procedures**

1. The academic department completes the following Proposal form and sign off sheet and shares the Proposal form with all relevant curricular groups in the campus/college (e.g., Graduate Council, UCC etc.).
2. The academic department works with the CFO to determine tuition and fees. *Proposed tuition and fee rates should not be shared with the off-site host until they have been approved by the CFO.*
3. Signatures of the department/division head and college/school dean and appropriate administrators are obtained.
4. The signed form is submitted to the Office of Graduate Education or the Office of Undergraduate Academic Affairs, as appropriate, for review and approval.
5. The forms are forwarded by the Vice Provosts to the Provost for review and approval.
6. A copy of the form is sent to the Vice Provost for Undergraduate Affairs for distribution.
7. If the expenses are being paid by an entity other than the students (i.e. Hospital, K-12 school) then you will also need to complete the contract form.

**PROPOSAL FORM FOR COHORT OFF-CAMPUS DEGREE & CERTIFICATE PROGRAMS**

\*This applies to external closed cohorts and contract cohorts being delivered at off-site locations. This form does not apply to education abroad or single courses.

**Program Purpose**

1. What are the program's objectives?
2. How many students are expected to enroll in the program, and on what basis is this projection made?
3. How does the program contribute to the unit's teaching, research, and service missions, and will the program be repeated in the future?

**Faculty**

1. How will the unit support course development and delivery for faculty teaching and advising in this program?
2. Who will be teaching the courses for this program? Anticipated instructors (name and academic rank) and the name(s) of back-up instructors if possible should be listed with each course made available through the program. If other than NKU faculty, credentialing needs to be ensured.

**Student Admission**

1. Describe the clientele to be served by the program, including such characteristics as expected age of enrollees, special academic or vocational experiences, and other appropriate descriptive information.
2. State the criteria and standards for admission to the program that are in addition to Catalog minimums for admission.
3. Will students be admitted to the program every semester, or will it be limited to specific entry terms?
4. If relevant, how will you measure the potential for graduate study of applicants to the program for whom the intervening years since bachelor’s graduation may have meant a considerable increase in knowledge, motivation, maturity, the development of specific career goals, commitment to a profession, and even a distinguished record in that profession?

**Curriculum**

1. State the requirements for the certificate or degree program. If different than what is currently in the catalog, please explain why the program will be different and list specific differences. Note that if degree requirements change then they must be approved through the regular curriculum process using the UCC forms.
2. Is any credit for prior learning assumed or involved?

[ ]  Yes [ ]  No

1. If the program's curriculum content or instruction will be adjusted to meet any special needs of the off-campus/online students, please describe.

[x]  Yes [ ]  No

1. Are there any special accreditation issues related to the proposed program and, if so, how have they been addressed?

[ ]  Yes [ ]  No

1. Please provide the following information concerning each of the courses to be offered in the proposed off-campus/online certificate or degree program:
2. Name of academic unit
3. Course number and title
4. Semester to be offered
5. Hours of credit
6. Required or elective
7. Semester format
8. Indicate if courses are newly created or existing
9. Course Variation: The quality of an off-campus/online certificate or degree program is not automatically assured by simply teaching the same courses, with the same content, in the same way as on-campus. The design and content of the off-campus program curriculum should be consistent with the academic standards and requirements of the academic unit, but should also reflect the unique background, culture, and educational needs of the students whom it serves. Nontraditional students often possess far greater professional experience than their traditional counterparts. They are also likely to be more independent and more goal-oriented, and consequently have a much different set of expectations related to their degree program. Describe your general approach for addressing nontraditional students through course variation in the proposed off-campus/online certificate or degree program.
10. What is the planned mode(s) of delivery for the proposed off-campus/online certificate or degree program?
11. What are the minimum and optimum times for certificate or degree completion for off-campus students? How was this information determined?
12. How long is the certificate or degree expected to be offered in this location/format? What is the beginning date and concluding date?

**Advising**

1. How will academic advising be accomplished and who will be involved?
2. What procedures have been established to ensure complete, accurate and timely two-way communication between off-campus/online students and the academic unit, particularly on matters of course scheduling, certificate or degree requirements, campus academic policy, etc.?
3. Who will be assigned to coordinate the program?
4. How will students who need to step out of the program be assisted to return or complete the program?

**Academic & Facilities Support**

1. What are the requirements for library resources and how will they be provided?
2. For site-based courses, describe the physical facilities available at the proposed location and the adequacy for meeting program objectives.
3. How will this program accommodate requests for meeting the requirements for the accessibility of students with disabilities?

**Program Administration**

1. How will the academic unit ensure that students, prior to enrollment, are accurately informed about the purpose, objectives, admission requirements, program requirements, cost, academic and financial policies, timelines, and the services to be provided or not provided?
2. Are other academic units involved in supporting the program? If so, please list them here and include written commitment of their support.
3. How will enrollment be monitored each semester to ensure that the cohort has not fallen below the critical enrollment threshold as per the program agreement?

**Resource Implications**

1. Are necessary funds available to support the program? Describe the sources of budgetary support for the program.
2. Does the unit have adequate staffing to support this new program?

[ ]  Yes [ ]  No

1. Does the unit have adequate operating resources to support the program?

[ ]  Yes [ ]  No

1. Will there be new faculty, TA or instructor hires to assist in offering the program? If not, please explain how teaching of the courses in a sustainable manner will be managed if no new positions are anticipated.

[ ]  Yes [ ]  No

1. What tuition model/rate will be used? Who will be responsible for the tuition? For the fees? If any costs deviate from the regular NKU tuition and fee rates please include a justification for this deviation from the norm.

[ ]  Yes [ ]  No

1. What fees will be assessed? Reminder – no new fee may be assessed without board approval.
2. Will any existing fees be requested to be waived? If so justification will need to be provided, and approved by the CFO.

[ ]  Yes [ ]  No

1. Is the future plan for the program to continue growing, remain consistent or be a temporary program, and how will that plan be implemented?
2. If growth is desired, what is the plan for additional resources needed per unit of increased growth of the program in the future?

**Program Evaluation**

1. Describe how the quality of the program will be monitored and evaluated.
2. Describe how the continuing need for the program and the resources needed to support it will be periodically evaluated.
3. Describe how student satisfaction, curricula and faculty will be evaluated.