



Proposal for Delivery of an Existing Program to a New Location

1. Program Description

- a. Program title, level, and delivery sites.
- b. Department and school/college that would offer the program. Include the name of the institution program coordinator.
- c. Briefly describe the academic program. List all course titles, including number of credits.
- d. Indicate in what ways the proposed program at the new location(s) will differ from the on campus program.
- e. List any special requirements or prerequisites for admission to the program at the new location(s).
- f. Is there an accrediting agency or professional society that has established standards for this program? If so, is the program currently accredited? If accredited, what steps would be needed to accredit the program at the proposed new location(s)?
- g. Provide evidence of consultation with other public universities regarding non-duplication of similar programs offered in the same region, or ones that will cause undue hardship to another public university.

2. Demand

- a. List any similar programs offered at the proposed or nearby location(s).
- b. Provide evidence of need for the program at the new location(s).
- c. Estimate enrollment and number of graduates over the next five years. Will any enrollment limitation be imposed? If so, how will those to be enrolled be selected?

3. Personnel

- a. List qualifications of faculty (regular and/or adjunct) who will be involved in delivering the program to the proposed location(s).
- b. Estimate the number and type of support staff needed to provide the program at the new location(s).

4. Other Resources

- a. Describe facilities (e.g., buildings, labs, equipment) necessary to offer the program at the new location(s).
- b. Indicate how library needs will be met.

- c. Indicate how students at the new location(s) will receive student services (e.g., academic advising, financial aid assistance, course registration, access to book/text purchases).

5. Alternative Delivery Methods/Formats

- a. Are alternative delivery methods being used (e.g., distance learning or technology-enhanced)? Please describe.
- b. Will this program be delivered in an alternative format (e.g., weekend, evening, on-site)? Please describe.

6. 40-Mile Radius Rule

“Significant change” to a university’s academic program includes, but is not limited to, any new undergraduate or graduate degree program, or any existing undergraduate or graduate degree program that will be offered more than 40 miles from the site at which it is currently offered.

“Significant change” to a university’s academic program does not mean a new undergraduate or graduate certificate program, new minor, or a new name for an existing degree program.

Source: Oregon Administrative Rules (OAR) 715-013-0020(1)

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