

Program Proposal or Modification Form

New Program

Modification *Complete Part A and B.*

Part A: Program Initial Review

Name of Degree/Certificate	List the entire name of the degree and/or certificate.
Program Description	Provide a detailed description of the proposed program. Include all certificates.
Admissions/Web Inquiries/ Cooperative Agreements	How many requests have we had for this program? How many in district students have gone outside of the district for the proposed program? Refer to the Co-op/chargeback report.
Labor Market Demand	Provide the demand for the occupation(s) related to the proposed degree/certificate. This information can include job openings, expected growth and/or employer letters stating the needs of their company. This should be retrieved from EMSI, Illinois Department of Employment Security and/or ONET Online.
Competition	Identify other programs in our region. Provide the number of completions. Completion information can be retrieved from IPEDS or EMSI.
Salary	Describe how the salary of the occupation(s) related to the proposed program compare to the region living wage. Salary information can be retrieved from the Illinois Department of Employment Security and EMSI.

New Programs: If Part A demonstrates high demand, rapid growth and high wage, continue to Part B.