

Attachment 2-B

**Application  
for Operating and/or Degree Granting Authority  
for Off-Campus Units of Instruction**

**Cover Sheet**

Date of Submission: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Degree Program(s):

<u>CIP Code</u>	<u>Degree Title (Degree Designation and Major)</u>	<u>Implementation Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Proposed Location(s): Region # \_\_\_\_\_

**Verification  
(Required from Private and Out-of-State Institutions)**

The undersigned hereby verifies that the information provided in this application is true, complete and correct to the best of his or her knowledge; and that he or she has the authority to submit this application on behalf of the above named institution or proposed institution; and that he or she is an authorized representative of said institution.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

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**Part I**

**Part I of this application should be submitted by all institutions seeking authorization to operate and/or grant degrees at an off-campus location in Illinois.**

**Attachments to Part I**

The following items must be included as attachments to Part I of this application. Additional attachments may be provided.

- General Catalog.
- Copies of brochures, announcements, advertisements, and other materials that will be used to recruit students and inform them about the instruction to be offered. Drafts of these materials may be submitted.
- Tuition and refund policies.
- Schedule of planned instructional offerings.
- Planning and Budget Information (use Table A or B as appropriate to provide planning and budget information for the total operation at the proposed site).
- Audited financial statements for the most recent fiscal year (private and out-of-state institutions).

*Note: Some of the following questions may be answered by reference to the appropriate sections of the attachments.*

**Mission and Plans**

1. Provide a brief description of the planned instruction (courses and/or programs) at the off campus location(s). *This description should include the objectives of the instructional offerings, the intended audience and the characteristics of students to be served, the estimated number of students to be served, planned scope and duration of offerings, and the institution's short- and long-term plans for instructional activities at the location.*
2. Describe how the planned off-campus instruction at the specified off-campus location relates to the institution's overall mission and short- and long-term plans. Describe why the institution proposes to offer the specific instruction and the need which this instruction will address.
3. If the proposed off-campus offerings have been planned in cooperation or in consultation with the regional consortium, provide the recommendation of the consortium and show how the proposed off-campus offerings meet needs identified for the region. Describe cooperative arrangements, if any, with other institutions or organizations.

**Academic Control**

4. Show how the proposed off-campus instruction will be administered within the overall structure of the organization. Describe the relationship between the instruction proposed for the new off-campus site and the related academic and administrative units on the home campus.
5. Describe the standards of quality and the policies and procedures that will assure that these standards will be maintained at the off-campus location in the following areas:
  - Qualifications of faculty and faculty evaluation.
  - Admission of students.
  - Student performance and achievement.

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- Program review and evaluation.

Describe any exceptions to on-campus policies and procedures in the above areas and provide the justification for these exceptions.

**Support Services**

6. Describe how the following support services and instructional materials will be provided to students enrolled at the off-campus location:
  - Admissions and registration.
  - Academic advising.
  - Maintenance of academic and financial records.
  - Tutoring and other academic support services.
  - Occupational advising and placement services.
  - Appropriate equipment to support planned instruction.
  - Internship or clinical facilities.
7. Describe the facility to be used or standards for acquiring physical facilities, and any special space requirements for the site at which the program will be offered. Is the facility to be used in compliance with all appropriate local, state, and federal ordinances or laws for use as an educational facility?

**Financing**

8. Complete the budget section of Table B for the total operation at the proposed site. Provide notes or explanations appropriate to show that adequate resources will be available to support and maintain instruction at the site.

Table B (Illinois Public Universities)  
 PLANNING AND BUDGET INFORMATION

Check One:  For All Operations at the Proposed Off-Campus Site

For Proposed Program: \_\_\_\_\_

	First Year	Second Year	Third Year	Fourth Year	Fifth Year
Year Ending (Date):					
Projected Enrollment and Instructional Offerings					
Headcount Enrollment					
Number of Courses To Be Offered					
Number of Course Enrollments					
Tuition per Course					
Tuition per Program					
Projected Faculty and Staff					
Number of Courses Taught by Regular On-Campus Faculty					
Compensation per Course					
Number of Courses Taught by Adjunct Faculty					
Compensation per Course					
Budgeted Resource Requirements					
Resources from Federal Sources					
Resources from Other Non-State Sources					
Existing State Resources					
Resources from Internal Allocation					
New State Resources Required					
Tuition and Fees					
Other (Specify)					
<b>TOTAL RESOURCE REQUIREMENTS</b>					
Budgeted Expenditures					
Faculty Compensation					
Administrative Compensation					
Facility Costs					
Maintenance & Physical Plant					
Student Services					
Equipment					
Instructional Materials					
Library					
Contractual Services					
Auxiliary Enterprises					
Other (Specify)					
<b>TOTAL EXPENDITURES</b>					

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## PART II

**An institution seeking authority to offer a new degree program or advertise degree completion opportunities at a new or previously approved off-campus location should submit part II of this application. Illinois institutions and previously approved out-of-state institutions that do not plan to offer a new degree program at a new off-campus location are not required to complete this part.**

**Attachments to Part II** - The following items must be included as attachments to Part II of this application. Additional attachments may be provided.

- Catalog description of the proposed program.
- Copies of brochures, announcements, advertisements, and other materials that will be used to recruit students and inform them about the programs. Drafts of these materials may be submitted.
- Course descriptions.
- Planning and Budget Information (use Table B to provide planning and budget information for each program to be offered at the proposed site.)

*Note: Many of the following questions may be answered by reference to the appropriate sections of the attachments.*

### **Program Objectives and Curriculum**

9. Describe the academic and occupational objectives of the proposed degree program.
10. Describe the key components of the curriculum (i.e., core requirements, general education requirements, areas of specialization, clinical practicum or field work requirements, thesis and dissertation requirements and electives.) Indicate the credit hour requirements for each component of the curriculum.
11. Provide an exemplary curriculum showing the sequence in which courses should be taken.
12. Describe expected commitment of time by students for each unit of credit and for each component of curriculum (i.e., hours of direct instructional contact, hours of practicum, hours of laboratory work, and hours outside of formal instructional activities). Describe any exceptions to on-campus policies regarding time commitments and provide the justification for these exceptions.
13. Describe the standards for the proposed program for the following:  
*The catalog and/or brochure should contain this information and this question may be answered by reference to the appropriate sections of the general catalog or program description to be attached to this application.*
  - Admissions requirements and prerequisites.
  - Amount of credit accepted in transfer from other institutions.
  - Policies and criteria for accepting transfer credit.
  - Amount of life experience credits accepted.
  - Procedures and criteria for evaluating life experience and awarding credit.
  - Total hours required for program completion.
  - Grade point average required for program completion.
  - Residency requirements (minimum number of credit hours that must be taken from the degree granting institution.)
  - Language requirements.

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- Research requirements (thesis, dissertations, research projects).
  - Qualifying or comprehensive examination requirements.
  - Practicum, clinical and field experience requirements.
  - Time limits for completion.
14. Describe how the proposed program will support, or be supported by, other academic programs offered by the institution either on-campus or at the off-campus location. Describe any effects that the proposed program will have on other programs within the institution. Will this program replace any existing programs? Will the enrollments projected for the proposed program reduce enrollments in other programs (if so, identify these programs)?

**Student and Occupational Demand**

15. Identify programs and sponsoring institutions that are similar to the proposed program within the geographical region from which students may be drawn. Provide documentation of the student demand for the proposed program, including enrollment trends for the community, region or state that are relevant to the proposed program.
16. Provide evidence of the employment demand for graduates of the program. If the program is designed to meet the needs of a specific job market, provide historical trends and projections for the number of job openings in relevant sectors of the economy and geographical regions served. Provide the starting salaries for individuals entering positions with similar educational preparations.
17. Describe minimum enrollment levels per course or per program established by the institution for offering courses or continuing the program at the site. What commitment is made by the institution to assure students that they will be able to complete the program?

**Faculty and Staff**

18. Please provide the following information related to faculty and staff:
- Identify the principal faculty, administrators, and support staff who will be directly involved in the program. Without providing a full resume, summarize the qualifications of each person in relation to that person's role in the program including educational background, professional experience, scholarly interests and contributions, and public service activities.
  - How many new faculty will be needed to staff the program? Submit copies of position descriptions that will be used in recruiting new faculty.

**Accreditation and Licensure**

19. Provide documentation of the following:
- Institutional accreditation organization and current status.
  - Program accreditation organization, if applicable, and current status.
  - Approval of accrediting organization(s) for proposed off-campus site.
20. What agencies license graduates of programs of the type proposed? If applicable, describe the licensing requirements and historical success rates of graduates on licensing exams.
21. Complete the budget section of Table B for each program included in this application. Provide notes or explanation as appropriate to show that adequate resources will be available to support and maintain the proposed program.