

**ILLINOIS STATE UNIVERSITY
GRADUATE PROGRAMS
REQUEST FOR NEW PROGRAM APPROVAL
(Reporting of Financial Implications)**

Purpose: Proposed new graduate programs (degrees, sequences, certificates) must include information concerning how the program will be financially supported to proceed through the curriculum proposal process. Signatures of the College Dean and Provost/Provost Representative are required prior to submission of the new program to the College Curriculum Committee.

Procedure: This completed form, with all necessary signatures, is to be attached to new program curricular proposals.

Definition: A “program” at the graduate level can be either a degree, a sequence as part of a degree, or a graduate-level certificate (Graduate Certificate, Post-Baccalaureate Certificate, or Post-Master’s Certificate).

Complete the following information:

Department: _Special Education_____ Date: _10/29/2004_____

Proposed New Program: _Director of Special Education Certification Program_____

Persons Completing Form: _Jim Thompson_____ Contact #: _438-2837_____

Complete Table I to show student enrollment projections for the program.

**Table I
STUDENT ENROLLMENT PROJECTIONS FOR THE NEW PROGRAM***

	1st Year (July – June)	2nd Year	3rd Year	4th Year	5th Year
Number of Program Majors (Fall headcount)	5	5	5	5	5
Annual Full-Time-Equivalent Majors	1.5	1.5	1.5	1.5	1.5
Annual Credit Hours in EXISTING Courses ¹	7200	7200	7200	7200	7200
Annual Credit Hours in NEW Courses ¹	150	150	150	150	150
Annual Number of degrees Awarded	5	5	5	5	5

¹Include credit hours generated by both majors and non-majors in courses offered by the academic unit directly responsible for the proposed program.

***All figures are based on the current Conducting concentration. No increase in enrollment is anticipated nor will new courses be created. As a result, no new funding will be requested.**

Complete Table II (even if no new funding is requested). Show all required resources including amounts and sources of funds reallocated from other programs or units.

**Table II
PROJECTED RESOURCE REQUIREMENTS FOR THE NEW PROGRAM**

	1 st Year (July – June)	2 nd Year	3 rd Year	4 th Year	5 th Year
FTE Staff ¹ (FTE)	.25	.25	.25	.25	.25
Personnel Services (\$)	15000	15000	15000	15000	15000
Equipment and Instructional Needs (\$)	0	0	0	0	0
Library (\$)	0	0	0	0	0
Other Support Services ² (\$)	0	0	0	0	0

¹Reflects the number of FTE staff to be supported with requested funds. Not a dollar entry.

²Other dollars directly assigned to the program. Do not include allocated support services.

***Number reflects faculty delivering the course work as part of SED doctoral program. No new or additional funds are being requested to offer DOSE certification sequence.**

Budget narrative listing projected sources of program funding (including sources of reallocated funds).

No new resources are requested. The courses for the DOSE certification are at the doctoral level and will be offered to SED doctoral students regardless or whether or not the DOSE program is approved. The same is true for all course prerequisites. The DOSE program will encourage more efficient use of resources because it will generate greater enrollment in SED's doctoral level courses. These courses have traditionally had small enrollment because the SED doctoral program is a small program (currently comprised of 19 students). It is also anticipated that the DOSE program will lead to greater enrollment in SED's doctoral program since the course work can be applied to a doctoral degree. After finishing the certification program it is anticipated that some students will want to complete their doctoral degree. Therefore, the DOSE certification program will not cost the university more money, but rather will lead to greater enrollment in courses that are at risk for being under-enrolled and will allow for more efficient use of university resources (i.e., more students served for the same amount of resources).

Routing and action summary:

1. _____
Department/School Curriculum Committee Chair _____ Date Approved
2. _____
Department Chairperson/School Director _____ Date Approved
3. _____
College Dean _____ Date Approved
4. _____
Provost/Provost Representative _____ Date Approved
5. _____
Teacher Education Council Chairperson _____ Date Approved
6. _____
College Curriculum Committee Chairperson _____ Date Approved
7. _____
Graduate School _____ Date Approved

Once approved, include this form with the curricular proposal for the new program.