

Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

Institution: _____ **Program:** _____

I certify the following:

- the information provided regarding this program is accurate
- the above named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution's governing board on _____
- the governing board's action was: _____

Signed: _____ (Date)
(Chief Academic Officer or designated representative)

Evidence of Demand and Efficiency

Undergraduate Programs/Coursework (ONLY):

Academic Year:	12-13	13-14	14-15	15-16	16-17	5 yr avg
Student Credit Hours (SCH)						
Faculty Full-time Equivalency (FTE) ¹						
Instructional Full-time Equivalency (FTE) ²						
SCH/Faculty FTE¹						
SCH/Instructional Faculty FTE²						

¹ Faculty FTE defined as the headcount FTE of full-time (1.0 FTE) faculty with any percentage teaching appointment expectation.

² Faculty FTE defined as the apportioned instructional/teaching FTE (any faculty rank FTE devoted to instruction – i.e.: 0.8 FTE faculty member with 60% Teaching appointment = 0.48 Instructional faculty FTE).

All Programs (certificates, undergraduate and graduate degrees):

Academic Year:	12-13	13-14	14-15	15-16	16-17	5 yr avg
Number of Degrees and Awards <i>(list degrees/awards separately)</i>						

Evidence of Need (provide a detailed explanation below or attach documentation)

Justification if the program is below either or both CCPE thresholds—check one or more boxes and provide a detailed explanation or attach a document

- Program is critical to the role and mission of the institution (detailed explanation).

- Program contains courses supporting general education or other programs (detailed explanation).

- Interdisciplinary program (providing the program meets the requirements set in the existing policy for interdisciplinary programs) (explain).

- Student or employer demand, or demand for intellectual property is high and external funding would be jeopardized by discontinuing the program (explain).

- Program provides unique access to an underserved population or geographical area (explain).

- Program meets a unique need in the region, state, or nation (explain).

- Program is newly approved within the last five years (no additional justification needed).
- Other (detailed explanation).