*This form is intended to be used as a "soft copy" to gather requisite information related to new degree program applications. For programs to be included on Commission agendas from March 2022 onward, applications should be submitted through the Academic Program Review Portal (apr.ache.edu).

Alabama Commission on Higher Education

**NOTIFICATION OF INTENT TO SUBMIT A PROPOSAL (NISP)
FOR A NEW PROGRAM OF INSTRUCTION**

1. **Institution:**

2. **Date of NISP Submission:**

3. **Contact Person and Title:**

    Telephone:

    E-mail:

4. **Program Identification:**

    Award Level:

    Title:

    Degree nomenclature (e.g., MBA, BS):

    6-digit CIP:

5. **Program Administration and Implementation:**

    Name of College/ School

    Name of Dean

    Name of Department

    Name of Chairperson

    Proposed program implementation date:

    Anticipated ACHE meeting to vote on proposal:

    Anticipated date of approval from institutional governing board:

    Other considerations for timing and approval (e.g., upcoming SACSCOC review):

6. Program Design:

Brief Description of Program and Objectives:

Proposed delivery format (100% in-person, 100% online, hybrid, multiple formats):

If hybrid, what % of program will be delivered online?

If multiple formats, which ones?

Total Credit Hours required to complete the program (if range, enter minimum):

Please identify any specialized accreditation agency that may apply to this program and explain why your institution does or does not intend to seek specialized accreditation.

Will the curriculum require work-based or experiential learning (internship, practicum, etc.)? If yes, please explain. Definitions and examples of different types of work-based learning are available at https://www.alapprentice.org/.

Will the program be designed to meet educational requirements licensure and/or certification required for entry-level employment? If yes, please list license and/or certification(s).

7. Employment Occupational Alignment

Using the federal Standard Occupational Code (SOC) System, please indicate the top three occupational codes related to post-graduation employment from the program. A full list of SOCs can be found at https://www.onetcodeconnector.org/find/family/title#17. A list of Alabama's "In-Demand Occupations" is available at https://ache.edu/Instruction.aspx

SOC 1 (required)

SOC 2 (optional)

SOC 3 (optional)

8. **Relationship to other programs within the institution:**

Is the proposed program associated with any existing offerings, including options within current degree programs? If yes, please explain. If this is a graduate program, please list any existing undergraduate programs which are directly or indirectly related. If this is a doctoral program, also list related master's programs.

Will this program replace any existing programs or specializations, options, or concentrations within existing programs? If yes, please explain.

9. **Relationship to programs at other Alabama public institutions:**

List programs at the same degree level that use the same or similar CIP codes. If no similar programs exist within Alabama, please list similar programs offered within the 16 SREB states.

If the proposed program duplicates, closely resembles, or is similar to any other offerings in the state, please provide justification for any potential duplication.

If you plan to explore program collaboration with other institutions, please explain.

10. **Projected program demand**
What is the primary methodology you will use to determine the level of student demand for this program? (Survey of current or former students, enrollments in existing programs or courses)

What is the primary methodology you will use to determine state need for this program? (Labor market information, expert market analysis, state or regional economic development strategy)