**Template for Proposals for Off-Campus/Online Delivery of Graduate Degree and Certificate Programs**

Units intending to offer a graduate degree or certificate program off-campus in a new geographic location or in an online format must complete each section of this program proposal. Assistance in completing the proposal form and assuring consistency with state and University policies should be sought through the Graduate College early in the development process. The Graduate College "[Policy for Off-Campus/Online Delivery of Graduate Degree and Certificate Programs](http://www.grad.illinois.edu/gradhandbook/2/chapterx)" should be consulted for details when developing a proposal. **Definitions** from that document should be applied to this content as well.

While responding to the Items to be Addressed in Online/Off-Campus Graduate Degree or Certificate Program Proposals, proposals must address the following points, as noted in the [Template for Proposals](http://www.grad.illinois.edu/process-offcampus-deg).

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| 1. Program Identification |
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| 2. Program Purpose |
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| 3. Relationship to Existing Program |
| * 1. Y N |
| If so, list. |
| 1. If similar programs are offered, please answer the following. |
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| * + Y N |
| If yes… |
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| 4. Faculty |
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| 1. Attach a [Course Offering Template](http://www.grad.illinois.edu/sites/default/files/pdfs/CEEEDcourseofferingtemplate.pdf). |
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| 5. Student Admission |
| * 1. Degree seeking or non-degree students? |
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| 6. Curriculum |
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| 1. Attach a [Course Offering Template](http://www.grad.illinois.edu/sites/default/files/pdfs/CEEEDcourseofferingtemplate.pdf). |
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| 7. Advising |
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| 8. Academic Support |
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| 9. Program Administration |
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| * 1. Y N If so, please list. |
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| * 1. Y N If not, will another campus unit be involved? |
| 10. Resource Implications |
| * 1. Y N If yes, please describe. |
| * 1. Y N |
| * 1. Y N If not, please explain. |
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| * 1. Y N |
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| 11. Program Evaluation |
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| 12. Clearances |

Academic Unit Date

School (if applicable) Date

College Date

Graduate College Date

Provost’s Office Date

<http://www.grad.illinois.edu/sites/default/files/pdfs/CEEEDproposaltemplateform.doc>

January 2012