ACADEMIC PROGRAM CHECKLIST

Please forward the completed checklist to NewPrograms@northwestern.edu and/or contact any of the central offices
(listed on the Provost's Office website) to set up a meeting to discuss these questions in detail.

Questions:	Answers:
1. What is the name of your proposed program? Program manager's name and contact information?	
2. How does the program fit within the school and University mission?	
3. What review and approval process has this program undergone at the school, with other schools, The Graduate School (if applicable), Council of Deans, and Provost?	
4. Is this a cross-school or cross-department program? If so, please indicate who you will be partnering with on this program.	

5. What is the administrative infrastructure in place to support this proposed program?
    a. Staffing
    b. Space
    c. Technology (IT support, web development)
    d. Leadership (e.g. faculty director needs/ requires course release, stipend, etc.)
    e. Governance (e.g. is there an advisory committee set up)	

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Questions:	Answers:
6. Which school or department will have primary administrative responsibilities? If responsibilities are to be shared, please specify:	
7. What is the accreditation status and approval requirement for this program?	
8. What degree will result from completion of this program? Will there be a certificate or dual-degree option? Will a non-degree option be available?	
9. Will this proposed program be on the quarter or semester system? What calendar does this program follow? Will this program use summer as a regular academic term, or will it constitute a break in the calendar? If different from a calendar already in place, please specify:	
10. What is the proposed total length of this program? How many units are required to graduate?	
11. What is the proposed start date for students?	
12. What is the potential start date for admitting students?	
13. What is your plan for admitting students? (admission systems, logistics) Do you plan to have rolling admissions or single term admission?	

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Questions:	Answers:
14. What are the admission criteria? Will you allow students to transfer work? If yes, who will review and how will it be recorded? Will cross- registration (outside the program, school, career) be allowed?	

15. How many students do you anticipate may enroll in this program?
    a. Will there be full and part-time options?
    b. Do you plan to admit international students?
    c. Is there a residency requirement? What is it?	

16. What is the proposed tuition that you recommend be charged for this program?
    a. Tuition deposit (amount)?
    b. Tuition rate (full time, part time, etc.)?
    c. What is the revenue account (chart string)?
    d. Do you anticipate a tuition-sharing program?	

17. What are the other student costs for this program (room, board, non-tuition fees, etc.)?	
18. What is the campus location of this proposed program?	
19. Will this proposed program require financial aid resources (fellowship, scholarships)?	

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Questions:	Answers:
20. Which financial aid office will be responsible for awarding the students?	
21. How will NetID's be asserted?	
22. What CAESAR permissions do you expect (i.e. enrollment transcript request, etc.)?	
23. Will students enroll themselves in class? If not, how will you manage enrollment?	
24. What is your leave policy?	
25. Where will you publish academic policies such as grade appeal, dismissal procedures, registration, etc.? Do you have a student handbook? If not, how will you make students aware of the university handbook?	
26. How do you plan to orient your students to campus, the university, and the program?	

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27. Are there any special academic requirements with regard to grading scheme (units, quarter hours)?	
28. What is your assessment plan for this program? How do you plan to do reporting?	
29. Health insurance eligibility, immunization requirements and assessment of the health services fee are determined based on the location and nature of the program, which the following questions are designed to ascertain. • In what format will the program be offered: in-person, remote, hybrid within a term, some terms remote and others in-person? • Will any in-person classes be held in Illinois? If not, where will they be held? • When will the majority of program courses be offered: evenings, weekends, business hours? • What is the intended enrollment level of students in the program: full time or part time?	

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Questions:	Answers:
30. Depending on the nature and location of the program, Northwestern may be required to secure state authorization before conducting activities outside of Illinois. The following questions will help determine if additional authorization will be necessary: • Will classes be conducted in any location outside of Illinois? If so, please indicate where. • Will students be completing activities for credit (e.g. internships, externships, clinical or residency placements) outside of Illinois? If so, please indicate where. • Will any program faculty reside or conduct activity outside of Illinois? If so, where? • Do you intend to engage in recruitment or advertising activity out-of-state?	