**Proposal Form Instructions**

Please complete the required form using ARIAL 10 pt. font.  Do not exceed the space allotted for each response (see character limitations for each element). If the proposal contains more information than requested (i.e., it exceeds the maximum length allowed or contains unrequested attachments), the proposal may be returned for revision, which may, in turn, delay the proposal’s progress.

When marking the appropriate response for the checkboxes, highlight the box, click on properties, and select “checked.”

For charts pertaining to employment opportunities, list of similar programs, curriculum, course descriptions, faculty, and student learning assessment, unused rows may be deleted to add space to previous rows; however, the chart cannot exceed the space allotted (i.e., it cannot continue onto the next page).