

## *Alabama Community College System Intent to Submit A Program Application (ISPA)*

*An institution must include an Intent to Submit A Program Application (ISPA) for AAS, AAT, or Certificate awards on Form DPE-27 in its Institutional Management Plan in the academic year preceding the submission of an Application for a New Instructional Program.*

**A. General Information:**

1. Name of Institution: \_\_\_\_\_
2. Program Title: \_\_\_\_\_ Prefix: \_\_\_\_\_
3. Date of Application Submission: \_\_\_\_\_
4. Proposed Program Implementation Date: \_\_\_\_\_
5. Degree \_\_\_\_\_ Other Award: \_\_\_\_\_ CIP Code \_\_\_\_\_
6. Marketing Name: \_\_\_\_\_
7. Options (if any): \_\_\_\_\_

**B. Institutional Approval:**

\_\_\_\_\_  
Program Director or Department Head Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_  
Instructional Dean Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_  
President Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**C. ISPA (NISP) Action:**

	Approved	Disapproved	Date
ACHE			
ADPE			

**D. Definitive description of program content and objectives:**

1. Preliminary treatment of appropriate, precise objectives.

2. Description of curriculum design, resource allocation, method of program delivery to support the objectives, and the objectives to facilitate subsequent review and assessment.

E. Employer need, student demand, and program justification:

1. Preliminary documented demand by enough suitably qualified students to justify and sustain the program.
2. Preliminary indicators of employer need in high-demand technical occupations or training and re-training in multi-functional skills fields of employment.
3. Identify similar programs in other college service areas that could justify collaboration with an existing institution.

F. Resources to support the program:

1. Project the level of resources that will be required to achieve program quality and utility therewith justifying the costs.
2. Estimate the availability of sufficient funds necessary to implement and sustain the program.
3. Resources include faculty, staff, equipment, facilities, library materials and other learning properties.

G. Institutional context:

1. Address programmatic relationships. How does this program relate to other programs within the institution, or will it replace an existing program, and is it likely to decrease enrollment in another program?

H. Accreditation and certification:

1. Identify any of these programmatic conditions that are unique in this submittal; pre-accreditation, accreditation, industry standards, licensing, and certification.

**Note: Do not confine information to the delimited space accorded respective elements in this application. Attach further descriptions/explanations as necessary.**