

The college dean or dean's designee should monitor and approve all proposed expenditures vis-à-vis the approved budget. All modifications to a budget should be reviewed by the dean first, and then routed for final approval through the process described herein.

Should the number of students in a program's cohort(s) fall below the minimum budget requirements, e.g., because of inadequate recruiting, failure to meet university admissions requirements, or dropped enrollment, the contract with the program's international partner requires that the partner must choose (1) to go forward with the program by making up the budgetary shortfall via an enrollment and thus monetary guarantee, or (2) to not go forward with the program until an adequate number of students are admitted and admissible to meet minimum budget requirements.

SPECIAL SESSION ADMISSIONS REQUIREMENTS

1. An Enrollment Services (ES) approved application with student's name, any previous names, date of birth, all colleges and universities attended along with dates of attendance and degree(s) earned. All application materials must be submitted at least four weeks prior to the beginning of the session. There is no guarantee that applications submitted after this deadline will be processed in time for the beginning of the session. (NOTE: At the discretion of the Academic Director, students admitted after the start of a cohort may be permitted to join at cohort in programs.)

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5. The student's degree must be equivalent to a U.S. four year bachelor's degree. Applicants with less than an equivalent U.S. four year bachelor's degree will be forwarded to the College for approval consideration and then to Academic Programs and Graduate Studies for final approval consideration.

ADMISSIONS WAIVERS – WAIVER PROCESS

NEW PROGRAM PROPOSAL CHECKLIST – INTERNATIONAL PROGRAMS

New Program Proposal Checklist - International	Proposal Status	Date/Initials
<p> <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Withdrawn <input type="checkbox"/> Incomplete </p>		
<p> 1. Proposal Title – Is the title clear, concise, and descriptive? <input type="checkbox"/> </p>		
<p> 2. Objectives – Are the objectives clearly stated and measurable? <input type="checkbox"/> </p>		
<p> 3. Justification – Is there a clear rationale for the program? <input type="checkbox"/> </p>		
<p> 4. Methodology – Are the methods appropriate and clearly described? <input type="checkbox"/> </p>		
<p> 5. Resources – Are the resources (staff, equipment, etc.) clearly identified? <input type="checkbox"/> </p>		
<p> 6. Budget – Is the budget realistic and clearly itemized? <input type="checkbox"/> </p>		
<p> 7. Evaluation – Are the evaluation methods clearly stated? <input type="checkbox"/> </p>		
<p> 8. References – Are there any references to support the proposal? <input type="checkbox"/> </p>		
<p> 9. Appendices – Are there any appendices that support the proposal? <input type="checkbox"/> </p>		
<p> 10. Overall Assessment – Is the proposal well-written and professional? <input type="checkbox"/> </p>		
<p> 11. Final Review – Has the proposal been reviewed by all relevant parties? <input type="checkbox"/> </p>		
<p> 12. Approval – Has the proposal been approved by the appropriate authority? <input type="checkbox"/> </p>		
<p> 13. Implementation – Are the implementation details clearly stated? <input type="checkbox"/> </p>		
<p> 14. Monitoring – Are the monitoring and evaluation plans clearly stated? <input type="checkbox"/> </p>		
<p> 15. Reporting – Are the reporting requirements clearly stated? <input type="checkbox"/> </p>		
<p> 16. Conclusion – Is the proposal a good use of resources? <input type="checkbox"/> </p>		
<p> 17. Final Decision – What is the final decision on the proposal? <input type="checkbox"/> </p>		
<p> 18. Next Steps – What are the next steps for the proposal? <input type="checkbox"/> </p>		
<p> 19. Comments – Any other comments or notes? <input type="checkbox"/> </p>		
<p> 20. Signature – Signature of the proposer: _____ <input type="checkbox"/> </p>		
<p> 21. Date – Date of submission: _____ <input type="checkbox"/> </p>		
<p> 22. Approval – Signature of the approver: _____ <input type="checkbox"/> </p>		
<p> 23. Date – Date of approval: _____ <input type="checkbox"/> </p>		

