



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

A. General Information:

- 1. Name of Institution: _____
- 2. Program Title: _____ Prefix: _____
- 3. Date of Application Submission: _____
- 4. Proposed Program Implementation Date: _____
- 5. AAS _____ CER _____ STC _____ CIP Code _____
- 6. Marketing Name: _____
- 7. Options (List proposed options under appropriate award):

Short-Term Certificate		Certificate		Associate in Science/Technology	
CIP Code	Option	CIP Code	Option		

- 8. Location: Campus _____ Instructional Site _____
 Off-Campus Site _____ Clinical/Industrial Site _____
 Agencies _____

B. Institutional Contacts:

_____ Telephone _____ E-mail _____
 Program Director or Department Head

_____ Telephone _____ E-mail _____
 Instructional Dean

_____ Telephone _____ E-mail _____
 Financial Aid Director

_____ Telephone _____ E-mail _____
 President

C. Description of program content and objectives:

1. Program Description. (*You may use program descriptions from the NCES Classification of CIP Codes <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>*)
2. List objectives of the program as precisely as possible. The objectives should address specific needs the program will meet (institutional, societal, and employability) contiguous with expected learning outcomes and achievements. **Objectives must lend themselves to subsequent review and assessment of program accomplishments.**
3. Method of program delivery (traditional classroom, online, hybrid):

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

1. BRIEF preliminary documented demand to justify and sustain the program.
2. BRIEF preliminary indicators of employer need in high-wage high demand CTE occupations or training and re-training in multi-functional skills fields of employment.
3. Identify similar programs with other colleges/universities that could justify collaboration.

E. Resources to support the program:

1. BRIEF estimate of the availability of sufficient funds to implement and sustain the program. Indicate if outside funding is available (grants, Perkins, WIOA, etc.).

F. Institutional context:

1. Address programmatic relationships.
 - a. Does this program relate to other programs within the institution?
 - b. Will it replace an existing program?

G. Program Accreditation/Certification and Nationally Recognized Business and Industry Credentials:

1. Identify any programmatic conditions.
 - a. Pre-accreditation
 - b. Accreditation/Certification
 - c. Business and Industry Credentials
 - d. Licensing

Please note: Nationally recognized business and industry credentials for students may be a requirement for financial aid.