New Online Program Intake Form

This is the second step in the process of launching a program online in partnership with the Delphi Center, following the initial call, and before the kickoff meeting. Please complete this form and send it to the Online Learning Assistant Director, Kristen Brown kristen.brown@louisville.edu.

1. Program Name: Click here to enter text.

2. Desired Launch Date: Click here to enter a date.

3. Department Program Team:
   - Program Director: Click here to enter text.
   - Marketing & Recruiting Team Member, if any: Click here to enter text.
   - Point Person for Program*: Click here to enter text.
   *answers admission and program questions by responding to students or Delphi team directly

4. General Program Information:
   a. Does program currently exist on-campus? □ Yes □ No
      - If yes, what is the current program enrollment? Click here to enter text.
   b. Program length (# of months/semesters to complete the program): Click here to enter text.
   c. Term length: □ 6 weeks □ 8 weeks □ 15 weeks □ Other ___________
   d. # of Starts per Term: Click here to enter text.
   e. # of Courses: Click here to enter text.
   f. # of Credit Hours: Click here to enter text.

5. Program Objectives
   Note that this should be the same content as what is used in new program proposals and/or Letter of Intent required by the Office of Academic Planning and Accountability (OAPA). If program already exists on-campus, check the approval proposal your department previously filed with OAPA.

Describe the nature of the program, its objectives, the rationale for it, the skills or knowledge students will acquire, and the relationship of the proposed program to the general field.

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6. Program Need

Note that this should be the same content as what is used in new program proposals and/or Letter of Intent required by the Office of Academic Planning and Accountability (OAPA). If program already exists on-campus, check the approval proposal your department previously filed with OAPA.

Describe the intellectual, artistic, cultural, social or economic need for the program. Include evidence of student demand.

7. New Student Enrollment Goals

How many new students do you hope to enroll in: Y1? _____ Y3? _____ Y5? _____

8. Intended Recruiting Area (local, state, region, nationwide)

Where will your typical students come from?

9. Competitors (if known)

Which competitors are considered “Benchmark” or are known to attract the largest segment of the potential target audience?

10. Face-to-Face Requirements

Does your program require the student to participate in a practicum, clinical, in-person internship or any other face-to-face action in the student’s state of residency?

Notes

Include any additional information that might have not been addressed or required in the sections above.