International Board of Education

International Board of Ministerial and Theological Education

**Abbreviated Proposal**

**for New Instructional Program or Modality**

Institution submitting the proposal:

Department making the proposal:

Date of the proposal:

Name of new program or modality to be offered:

Proposed starting date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved by the Institutional Board

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved by the Division BOE/BMTE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received by the GC Education Department

Abstract of Proposal

Provide a summary of the application. This should include a clear statement of what the institution wants to offer, why it considers this program to be important, and the relationship between this new program and existing programs.

Proposal

The proposal should consist of responses to the following matters.

1. Goals/outcomes of the program
2. Coursework required (organized by semester and indicating the credits for each course), with identification of required religion courses
3. Admission and graduation requirements
4. Make the case that there will be a market for the graduates
5. A listing of proposed program faculty, showing highest degree earned, area of specialization, employment status, religious affiliation, and any other institutional positions/responsibilities held
6. Table listing anticipated student enrollment in the program for each year during the first cycle, including the proportion anticipated to be Seventh-day Adventist students, and explaining why the institution believes these projections to be well-founded
7. Listing of specialized facilities, equipment, and/or technology required by the program (other than normal classrooms/offices) and an explanation as to what is presently available
8. Table presenting library holdings relevant to the program, organized by sub areas within the discipline, specifying as separate figures: books, physical journals, and full-text databases; followed by a listing of library investment relevant to the program for each year during the first cycle, both in terms of specific acquisitions and funding required
9. A budget for set-up and annual operation throughout the first cycle, listing anticipated income and expenses, and identifying the point of financial equilibrium in terms of student enrollment
10. A description of how this program incorporates Seventh-day Adventist ethos and mission, intentionally incorporating a biblical worldview and values, and nurtures spiritual development