**Request for Program Approval**

This form coincides with the Educational Program Development Process (EPDP) handout provided by the curriculum committee. Please have that form handy to help you in providing information concerning the following areas. Then provide this information to the committee in a digital form at least 5 days prior to the meeting date of your scheduled presentation.

**Justification:**

1. Appropriateness to Mission - A statement of the program’s appropriateness to the college mission must be included. In addition, the proposal should include a brief general paragraph incorporating the objectives of the program for publication in the college catalog. The proposal should also list the student learning outcomes for the program.
2. Needs Assessment – The vocational program should meet local labor market needs. The academic program should consist of an integrated set of courses that gives an enhanced understanding of a particular topic or theme. Please refer to the EPDP handout for more information.
3. Curriculum Standards The program must meet the high standard of quality that students and the public should expect from Laney College. The program is designed so that successfully completing its requirements will enable students to fulfill the program objectives and outcomes. Courses are integrated so that they effectively meet the goals and objectives of the program for which they are required.
4. Adequate Resources (Feasibility) - Laney College must have the funding, faculty, facilities, library resources and equipment to offer the program. The courses in the program should be offered at least once every two years.
5. Compliance - The program should not conflict with any law, including licensing laws in particular occupations such as law enforcement, health care, and child care that may have specific provisions.