

**BACCALAUREATE PROPOSAL APPLICATION**  
**Form No. BAAC-02**

Section 1007.33(5)(d), Florida Statutes, and Rule 6A-14.095, F.A.C., outline the requirements for a Florida College System baccalaureate program proposal. The completed Proposal form shall be submitted by the college president to the Chancellor of the Florida College System at [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org). In addition, a printed version shall be mailed to the Division of Florida Colleges at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399-0400.

The proposal requires completion of the following components:

- Program summary
- Program description
- Workforce demand and unmet need
- Planning process
- Enrollment projections and funding requirements
- Student costs: tuition and fees
- Program implementation timeline
- Facilities and equipment specific to program area
- Library and media specific to program area
- Academic content
- Program termination
- Appendix tables
- Supplemental materials

Florida College System Institution Name: \_\_\_\_\_

Florida College System Institution President: \_\_\_\_\_

**PROGRAM SUMMARY**

1.1	Program Name:	_____
1.2	Degree type:	<input type="checkbox"/> Bachelor of Science <input type="checkbox"/> Bachelor of Applied Science
1.3	How will the program be delivered (check all that apply):	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Hybrid <input type="checkbox"/> Online only
1.4	List the counties in the college's service district:	_____
1.5	Degree CIP code (6 digit):	_____
1.6	Anticipated program implementation date:	_____
1.7	What is the primary associate degree pathway for admission to the program?	_____

1.8	Is the degree a STEM focus area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.9	List program concentration(s) (if applicable):		
1.10	Will the program be designated such that an eligible student will be able to complete the program for a total cost of no more than \$10,000 in tuition and fees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### **PROGRAM DESCRIPTION**

2.1 Describe the program.  
(Insert Text Here)

### **WORKFORCE DEMAND AND UNMET NEED**

3.1 Describe the career path and potential employment opportunities for graduates of the program.  
(Insert Text Here)

3.2 Describe the workforce demand, supply and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from appendix tables A.1.1 to A.1.3.  
(Insert Text Here)

3.3 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data information, such as local economic development initiatives, emerging industries in the area or evidence of rapid growth, not reflected in the data presented in appendix tables A.1.1 to A.1.3. For proposed programs without a listed SOC linkage, provide a rationale for the identified SOC code(s).  
(Insert Text Here)

3.4 If the education level for the occupation identified by the Florida Department of Economic Opportunity presented in appendix table A.1.1 is below a bachelor's degree, provide justification for the inclusion of that occupation in the analysis.  
(Insert Text Here)

### **PLANNING PROCESS**

4.1 Summarize the internal planning process.  
(Insert Text Here)

4.2 Summarize the external planning process.  
(Insert Text Here)

- 4.3 List engagement activities; this list shall include APPRiSe, meetings, and other forms of communication among institutional leadership regarding evidence of need, demand, and economic impact.

	Date(s)	Institution	Description of activity
APPRiSe			
Public universities in college's service district			
Regionally accredited institutions in the college's service district			

**ENROLLMENT PROJECTIONS AND FUNDING REQUIREMENTS**

- 5.1 Provide a brief explanation of the sources and amounts of revenue that will be used to start the program.

(Insert Text Here)

- 5.2 Provide a narrative justifying the estimated and projected program enrollments, outcomes, revenues and expenditures as they appear in Appendix Table A.2.

(Insert Text Here)

**STUDENT COSTS: TUITION AND FEES**

- 6.1 Anticipated cost for a baccalaureate degree (tuition and fees for lower and upper division credit hours) at the proposing FCS institution (tuition and fees x credit hours).

	Cost per credit hour			Number of credit hours		Total cost
Tuition & Fees for lower division:	\$	X	Credit hours	--	=	\$-,---
Tuition & Fees for upper division:	\$	X	Credit hours	--	=	\$-,---
Tuition & Fees (Total):	\$	X	Credit hours	--	=	\$-,---

- 6.2 Estimated cost for a baccalaureate degree (tuition and fees) at each state university in the college's service district.

Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
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Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
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6.3 Estimated cost for a baccalaureate degree (tuition and fees) at each nonpublic institution in the college’s service district (if available)\*

Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
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Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
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Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
-----------------	----	---	--------------	----	---	---------

Institution Name:

Tuition & Fees:	\$	X	Credit hours	--	=	\$-,---
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Note. \*If the institution does not provide the tuition cost per credit hour, please provide the cost information provided on the institution’s website.

**PROGRAM IMPLEMENTATION TIMELINE**

- 7.1 APPRISe notice: (Insert Date Here)
- 7.2 Board of Trustees approval: (Insert Date Here)
- 7.3 Notice of Intent: (Insert Date Here)
- 7.4 Completed proposal submission: (Insert Date Here)
- 7.5 Targeted State Board of Education consideration: (Insert Date Here)
- 7.6 Targeted SACSCOC approval (if applicable): (Insert Date Here)
- 7.7 Targeted initial teacher preparation program approval(if applicable): (Insert Date Here)
- 7.8 Targeted date upper division courses are to begin: (Insert Date Here)

**FACILITIES AND EQUIPMENT SPECIFIC TO PROGRAM AREA**

- 8.1 Describe the existing facilities and equipment that will be utilized for the program.  
(Insert Text Here)
- 8.2 Describe the new facilities and equipment that will be needed for the program (if applicable).  
(Insert Text Here)

**LIBRARY AND MEDIA SPECIFIC TO PROGRAM AREA**

- 9.1 Describe the existing library and media resources that will be utilized for the program.  
(Insert Text Here)
- 9.2 Describe the new library and media resources that will be needed for the program (if applicable).  
(Insert Text Here)

**ACADEMIC CONTENT**

- 10.1 List the admission requirements for the program.  
(Insert Text Here)

- 
- 10.2 What is the estimated percentage of upper division courses in the program that will be taught by faculty with a terminal degree?  
(Insert Text Here)
- 
- 10.3 What is the anticipated average student/teacher ratio for each of the first three years based on enrollment projections?  
(Insert Text Here)
- 
- 10.4 What is the anticipated SACSCOC accreditation date, if applicable?  
(Insert Text Here)
- 
- 10.5 What is the anticipated Florida Department of Education initial teacher preparation approval date, if applicable?  
(Insert Text Here)
- 
- 10.6 What specialized program accreditation will be sought, if applicable?  
(Insert Text Here)
- 
- 10.7 What is the anticipated specialized program accreditation date, if applicable?  
(Insert Text Here)
- 
- 10.8 Are there similar programs listed in the Common Prerequisites Manual for the CIP code (and track, if any) proposed for this program?  Yes  No  
(If "Yes," list them here.)
- 
- 10.9 List the established common prerequisites for this CIP code (and track, if any) as listed in the Common Prerequisites Manual proposed for this program:  
(Insert Text Here)
- 
- 10.10 Describe any proposed revisions to the established common prerequisites for this CIP (and track, if any).  
(Insert Text Here)
- 
- 10.11 List all courses required once admitted to the baccalaureate program by term, in sequence. For degree programs with concentrations, list courses for each concentration area. Include credit hours per term, and total credits for the program:  
(Insert Text Here)
- 
- 10.12 Is the program being proposed as a limited access program? (If yes, identify admission requirements and indicate enrollment capacity)  Yes  No

### **PROGRAM TERMINATION**

- 11.1 Plan of action if program must be terminated, including teach-out alternatives for students.  
(Insert Text Here)
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**Appendix Table A.1.**

**INSTRUCTIONS FOR COMPLETING THE DEMAND SECTION OF APPENDIX TABLE A.1.1 and A.1.1.2:** To complete the following table, use the [CIP to Standard Occupational Classification \(SOC\) crosswalk](#) of the U.S. Department of Education to identify the SOC codes for occupations associated with the proposed program’s CIP code. Fill in Table A.1.1 using the employment projections data produced by the Florida Department of Economic Opportunity (DEO), pursuant to Section 445.07, F.S., for the workforce region aligned with the college’s service district for each SOC code associated with the proposed program’s CIP code. The employment projections data may be accessed at <http://www.floridajobs.org/labor-market-information/data-center/statistical-programs/employment-projections>. For proposed programs without a listed SOC linkage, identify the appropriate SOC codes for which the program prepares graduates. Insert additional rows as needed. The total job openings column value shall be divided by eight to reflect total annual job openings. The annualized salary shall be calculated by multiplying the average hourly wage times 40, and then multiplying that value times 52. Complete table A.1.1.2 in the same manner as A.1.1 for any additional sources of employment projections. Duplicate Table A.1.1.2 for additional sources as needed.

<b>DEMAND: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) EMPLOYMENT PROJECTIONS</b>										
A.1.1	Occupation			Number of Jobs				Salary		Education Level
	Name/Title	SOC Code	County/Region	Base Year	Projected Year	Level Change	Total Job Openings (divided by 8)	Avg. Hourly Wage	Annualized Salary	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
							<b>Total</b>	---	\$--,---	\$--,---

**DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE (LIST NAME AND ADDRESS OF OTHER ENTITY HERE)**

A.1.1.2	Occupation			Number of Jobs				Salary		Education Level
	Name/Title	SOC Code	County/Region	Base Year	Projected Year	Level Change	Total Job Openings	Avg. Hourly Wage	Annualized Salary	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
								\$--,---	\$--,---	
<b>Total</b>							---	\$--,---	\$--,---	

**INSTRUCTIONS FOR COMPLETING THE SUPPLY SECTION OF APPENDIX TABLE A.1.2:** To complete the following table, use the Integrated Postsecondary Education Data System of the National Center for Education Statistics to identify the number of degrees awarded by other regionally accredited postsecondary institutions in the college’s service district under the same or related CIP code(s) as the proposed program. The data center is located at <http://nces.ed.gov/ipeds/datacenter/>. Include degrees awarded for the most recent year available and for the four prior years for each program. If the program has not had degrees awarded for five years or more, add the degrees awarded for the years available, and divide by that number of years, for the average.

**SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM**

A.1.2	Program		Number of Degrees Awarded					5-year average or average of years available if less than 5 years
	Institution Name	CIP Code	Prior Year 4	Prior Year 3	Prior Year 2	Prior Year 1	Most Recent Year	
<b>Total</b>							---	---

**INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION OF APPENDIX TABLE A.1.3:** To complete the following table, column A should be derived from Tables A.1.1 and A.1.1.2 and the totals in columns B and C should be derived from Table A.1.2. Input the figures in the “Total” row in Table A.1.1 and A.1.1.2 for total job openings and Table A.1.2 for most recent year and 5-year average (these figures should be same for all sources). The range of estimated unmet need should be derived from 1) subtracting the figure in column B from the figure in column A and 2) subtracting the figure in column C from the figure in column A. Add rows for additional sources as needed.

ESTIMATES OF UNMET NEED					
A.1.3	DEMAND	SUPPLY		RANGE OF ESTIMATED UNMENT NEED	
	(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings (divided by 8)	Most Recent Year	5-year average or average of years available if less than 5 years	Difference	Difference
DEO					
Other: (List here)					



**Appendix Table A.2**

**INSTRUCTIONS FOR COMPLETING THE PROJECTED BACCALAUREATE PROGRAM ENROLLMENT SECTION OF APPENDIX TABLE A.2:**

To complete the following table, enter the projected enrollment information for the first four years of program implementation. Unduplicated headcount enrollment refers to the actual number of students enrolled. Full-time equivalent (FTE) refers to the full-time equivalent of student enrollment.

<b>PROJECTED BACCALAUREATE PROGRAM ENROLLMENT</b>		Year 1	Year 2	Year 3	Year 4
A.2.1	Unduplicated headcount enrollment:				
A.2.1.1	Admitted Student Enrollment (First-time)				
A.2.1.2	Total Admitted Student Enrollment				
A.2.2	FTE Enrollment:				
A.2.2.1	Program Student Credit Hours (Resident)				
A.2.2.2	Program Student Credit Hours (Non-resident)				
A.2.2.3	Total Program Student Credit Hours				
A.2.2.4	Program FTE (30 credits) - (Resident)				
A.2.2.5	Program FTE (30 credits) - (Non-resident)				
A.2.2.6	Total Program FTE				

**INSTRUCTIONS FOR COMPLETING THE PROJECTED DEGREES AND WORKFORCE OUTCOMES SECTION OF APPENDIX TABLE A.2:**

To complete the following table, enter the projected number of degrees awarded, the projected number of graduates employed and the projected average starting salary for program graduates for the first four years of program implementation.

<b>PROJECTED DEGREES AND WORKFORCE OUTCOMES</b>		Year 1	Year 2	Year 3	Year 4
A.2.3	Degrees				
A.2.4	Number Employed				
A.2.5	Average Starting Salary	\$	\$	\$	\$

**INSTRUCTIONS FOR COMPLETING THE REVENUES AND EXPENDITURES SECTION OF APPENDIX TABLE A.2:** To complete the following table, enter the projected program expenditures and revenue sources for the first four years of program implementation.

<b>REVENUES AND EXPENDITURES</b>				
<b>I. PROJECTED PROGRAM EXPENDITURES</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>INSTRUCTIONAL</b>				
1. Faculty Full-Time FTE	0.0	0.0	0.0	0.0
2. Faculty Part-Time FTE	0.0	0.0	0.0	0.0
1. Faculty Full-Time Salaries/Benefits	0	0	0	0
2. Faculty Part-Time Salaries/Benefits	0	0	0	0
3. Faculty Support: Lab Assistants	0	0	0	0
<b>OPERATING EXPENSES</b>				
1. Academic Administration	0	0	0	0
2. Materials/Supplies	0	0	0	0
3. Travel	0	0	0	0
4. Communication/Technology	0	0	0	0
5. Library Support	0	0	0	0
6. Student Services Support	0	0	0	0
7. Professional Services	0	0	0	0
8. Accreditation	0	0	0	0
9. Support Services	0	0	0	0

<b>CAPITAL OUTLAY</b>				
1. Library Resources	0	0	0	0
2. Information Technology Equipment	0	0	0	0
3. Other Equipment	0	0	0	0
4. Facilities/Renovation	0	0	0	0
<b>TOTAL PROJECTED PROGRAM EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>II. NATURE OF EXPENDITURES</b>				
1. Recurring	0	0	0	0
2. Nonrecurring	0	0	0	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>III. SOURCES OF FUNDS</b>				
<b>A. REVENUE</b>				
1. Special State Nonrecurring	0	0	0	0
2. Upper Level - Resident Student Tuition Only	0	0	0	0
Upper Level - Nonresident Student Fees Only	0	0	0	0
Upper Level - Other Student Fees	0	0	0	0
3. Contributions or Matching Grants	0	0	0	0
4. Other Grants or Revenues	0	0	0	0
5. Florida College System Program Funds	0	0	0	0
6. Unrestricted Fund Balance	0	0	0	0
7. Interest Earnings	0	0	0	0
8. Auxiliary Services	0	0	0	0
9. Federal Funds – Other	0	0	0	0
<b>B. CARRY FORWARD</b>	0	0	0	0
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL UNEXPENDED FUNDS (CARRY FORWARD)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Supplemental Materials B.1

### **SUPPLEMENTAL MATERIALS**

B.1 Summarize any supporting documents included with the proposal, such as meeting minutes, survey results, letters of support, and other supporting artifacts.

(Insert Text Here)

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B.2 List any objections or alternative proposal received from other postsecondary institutions for this program.

(Insert Text Here)

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