

**Illinois State University/Office of the Provost
Full-Cost Recovery – Degree or Certificate Program Application**

The application should originate with the Department Chair/School Director.

If you are considering a NEW degree/certificate program OR considering offering a program/certificate in a NEW off-campus location, please contact Bruce Stoffel (brstoff@ilstu.edu) before submitting this application.

Date Submitted: _____

Person Submitting Application: _____ Title: _____

Department: _____ E-mail: _____ Phone: _____

Program/Certificate: _____

Semester/summer that you would like to be admitting students and offering courses: _____

Submit the materials outlined below to Amy Witzig amwitzi@IllinoisState.edu, Campus Box 4000, Hovey 401 at least one year prior to the start of the semester you plan to begin admitting students and offering courses.

____ This Application Form

____ Plan of Study - including the dates/semesters the program will begin and end

____ Number of students to be admitted into cohort or program and when students will be admitted

____ Financial Plan - outlining how residual funds (remaining funds after all direct expenses are paid) generated from the courses will be used by the unit to support the program

____ FCR Course Application(s) for courses that will be offered the first semester
<http://provost.illinoisstate.edu/courses/fcr.shtml>

____ FCR Course Budget Estimate Worksheet(s) for each course that will be offered the first semester

Chair/Director _____ Date: _____

Dean _____ Date: _____

Provost/Provost Designee _____ Date: _____

Contact Amy Witzig amwitzi@IllinoisState.edu or 438-7018 with questions.