**Lightcast Report Request Form**

**Please use this form to request a Lightcast Report from SUNY System Administration, Office of Academic Programs and Planning. These responses will help us better understand what you need. After completing this form please save it as “CAMPUS NAME – POTENTIAL PROGRAM TITLE – POTENTIAL AWARD – DATE.doc” and send it to me via email.**

**If you have any questions, comments, or suggestions, please drop me a line.**

**Thanks,**

**Phillip Ortiz**

***Phillip.Ortiz@SUNY.edu*; 518/320-1609**

1. Campus name and location:

Click or tap here to enter text.

1. Contact info
2. Name and contact info of person submitting this request:

Click or tap here to enter text.

1. Name and contact info for anyone else who should be included in correspondence (e.g., dean, department chair, etc.):

Click or tap here to enter text.

1. If this request is for the development of a new program, what is the working title for the program and name of department that may host it? If this request is for the revision of an existing program, what is the title and SED code for the program?

Click or tap here to enter text.

1. Level of program:

[ ]  Undergraduate [ ]  Graduate [ ]  Other, explain: Click or tap here to enter text.

1. Anticipated [degree](https://govt.westlaw.com/nycrr/Document/Iec9d8b48c22111dd97adcd755bda2840) to be awarded:

Click or tap here to enter text.

1. List any possible [CIP](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55) (##.## and/or ##.####) and [HEGIS](https://www.nysed.gov/college-university-evaluation/new-york-state-taxonomy-academic-programs-hegis-codes) codes:

Click or tap here to enter text.

1. Names for this or similar programs on other campuses:

Click or tap here to enter text.

1. Program Description as it might appear in the catalog:

Click or tap here to enter text.

1. List some of the key required coursework:

Click or tap here to enter text.

1. Job titles employers might use in looking for people with this major/degree:

Click or tap here to enter text.

1. [Region](https://esd.ny.gov/regions):
2. From which you would hope to recruit students? Be mindful that this might be affected by the program’s modality (e.g., F2F, distance ed, weekend, residency, etc.).

Click or tap here to enter text.

1. In which students will likely look for jobs?

Click or tap here to enter text.

1. If there’s any other information you would like to convey, please include it here as well in the cover email that you use to transmit this request:

Click or tap here to enter text.