{Department/College/Campus Letterhead}

{Date}

MEMORANDUM

**TO:** Alan Sams, Ph.D.

Provost, Executive Vice President for Academic Affairs,

Chief Academic Officer

**THROUGH:** Alicia M. Dorsey, Ph.D.

Associate Vice President for Academic Effectiveness & Planning

**THROUGH:** {Dean Name}

Dean/CAO of {College/School}

**FROM:** {Department Head Name}

Department Head of {Department Name}

**SUBJECT:** Authorization to Plan a {Name of Degree}

**The Department of [Name] is seeking authorization to plan a [NAME] degree program as described below.** [*Note: for the NAME of the degree, be sure to include degree designation and the proposed name; e.g., a Bachelor of Science with a major in Artificial Intelligence*]

* **Proposed CIP Code**: *Provide a brief rationale for the proposed CIP Code designation, focused on the clear alignment between this designation and the proposed curriculum*.
* **Program Overview:** *Provide a brief description of the proposed program (i.e., a proposed Catalog Overview). Include anticipated program outcomes and marketable skills (noting how they align with the proposed CIP Code) and length of the program (i.e., program hours to be required). IF the program is to be offered face-to-face, note the campus from which the program will be delivered (e.g., College Station, Galveston).*
* **Mode of Delivery (and Location if Applicable)***: IF the program is to be delivered via electronic delivery, indicate (1) if it will be delivered via asynchronous (electronic-to-individual) or synchronous delivery (if electronic-to-group to a specific location/campus, note the location where students will be located); and, (2) whether the program will be 100% online or hybrid (i.e., students will be able to complete 50% or more of the program via electronic delivery but less than 100%). If to be delivered via electronic delivery, briefly describe strategies to ensure a high-quality educational experience for the students and support for faculty responsible for delivering it.*
* **Justification/Need for Degree Program**: *Briefly summarize both the market/workforce need for the proposed program (i.e., what unmet need(s) will the program help address) as well as indicators of student demand (i.e., specific data that demonstrates students will pursue the proposed program once available).* *Address how the proposed program aligns with priorities outlined in the Academic Roadmap and the university’s (and/or the college/school’s) strategic plan, as well as any applicable constraints outlined in the Capacity Study.*

* **Projected Student Enrollments and Impact on Existing Programs**: *What is the anticipated size of an entering class and overall enrollment in the program by the 5th year of the program? Indicate any intentions for phasing out an existing program (e.g., degree, certificate) if the proposed program is approved as well as if the proposed degree could draw students away from any existing degrees. If the program is to be offered on the College Station campus specifically, note how this projected enrollment of new students strategically aligns with the constraints noted in the Capacity Study.*
* **Faculty, Staff, Student, and Facilities Support**: *Briefly state the FTE of current faculty who will be directly involved in the delivery and oversight of the proposed program and any anticipated new faculty hires that will be necessary to support the proposed program. If new faculty hires are required, indicate whether they have been included in the college/school’s faculty hiring plan.*

*Include any new staff hires that would be required to support the program.*

*IF the program is to be offered via distance education, include any additional infrastructure required to ensure the delivery of a high quality program (e.g., additional instructional designers, technology support, additional resources needed to support the online students).*

*Finally, note if the program will require any new or renovated facilities.*

* **Anticipated New Costs Over First 5 Years**: *Provide a preliminary estimate of total new costs over the course of the first five years of the program based on the above (e.g., projected new faculty or staff hires, need for renovations or new space). Include a brief description of the basis for the estimated cost.*
* **Target Implementation Date**: [*Note – two academic years should be allowed for doctoral program development, e.g., doctoral programs seeking authorization to plan in the fall 2024, should plan for a target implementation date of AY27-28*]