{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/Campus Name}

**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 Journalism*]

* **Proposed CIP Code**:
* **Brief Description of Degree Program:** *Include the mode of delivery and location at which the proposed degree will be offered (if face-to-face or electronic-to-group), total semester credit hours, and focus of the degree program (including preliminary program outcomes and marketable skills of focus)*.
* **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., what information supports the premise that students will pursue the proposed program once available).*
* **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; for impact on existing programs, indicate any intentions for phasing out an existing program (e.g., minor, degree, certificate) if the proposed program is approved as well as if the proposed degree could draw students away from any existing degrees.*
* **Faculty and Facilities Support**: *Briefly state current faculty who will support the delivery of the proposed program and number of anticipated new faculty hires that will be necessary to support the proposed program. Also note if the program will be dependent on 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 (any projected new faculty hires, need for renovations or new space)
* **Target Implementation Date**: