{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 student learning outcomes and marketable skills (noting how they align with the proposed CIP Code), the length of the program (i.e., program hours to be required), and the campus from which the program will be delivered (e.g., College Station, Galveston, McAllen). If the program length exceeds the state required 120 hours for a baccalaureate degree, provide a justification for the additional hours.*
* **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 if approved).* *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 constraints outlined in the Capacity Study.*
* **Projected Student Enrollments:** *What is the anticipated size of the initial entering class and overall enrollment by the 5th year of the program? Please note the anticipated number of new students to the university (either first time in college or transfer students from another institution) versus students entering the program via change of major (i.e., already enrolled in a program offered at Texas A&M University). Does this projected enrollment of new students strategically align with the constraints noted in the Capacity Study?*
* **Strategic Alignment with the Capacity Study/Impact on Existing Programs**: *Indicate any intentions for inactivating an existing program (e.g., minor, degree, certificate) if the proposed program is approved or if the proposed degree is designed to draw students from existing degrees. Given enrollment numbers on the College Station campus are to remain flat (per the Capacity Study), are there programs within the college/school currently offered in College Station that may have declining enrollments that mirror the projected enrollment trends for the proposed program outlined in the previous section? Please identify such programs and indicate whether these programs are likely to be inactivated prior to the implementation of the proposed program if approved.*
* **Faculty, Staff, 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. Please account for any shift in faculty lines or time allocation between the proposed and currently offered programs that would likely be inactivated to allow for the development of the proposed program.*

*State whether any new staff hires would be required to support the program. If so, how many and at what proposed HR position/title?*

*Finally, note if the program will require any new or renovated facilities. If so, briefly note whether or not the required renovations or new facilities have been budgeted for and/or initiated (i.e., will be completed prior to the target implementation date).*

* **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**: