Letter of Intent to Develop New Academic Degree Program

The following approvals must be obtained prior to sending the Letter of Intent to Develop a New Academic Degree Program to the Program Innovation and Approval Committee (PIRC).

Requestor First and Last Name: _____

Requestor Email Address: _____

School / College: _____

Department:_____

Degree Program Title (e.g. M.A. in Biology):_____

Check box and signature to indicate participation in review. (All Required.)

☐ **Academic College Dean:** _____

☐ **Department Chair:**_____

☐ **Program Director/Coordinator (as appropriate):** _____

New Academic Proposal Process

New academic programs are initiated and developed by the faculty members. Approval of the Letter of Intent to Develop a New Academic Degree Program must be obtained from department chairs and college deans or equivalent administrators before submission to the Program Innovation and Approval Committee for review.

Directions: Please provide a succinct, yet thorough response to each section. Obtain the appropriate signatures and submit the Letter of Intent to Develop a New Academic Degree Program to the Program Innovation and Approval Committee for review. Once the Letter of Intent is approved, the program can begin work on the formal Proposed New Program Feasibility Study.

Letter of Intent to Develop a New Academic Degree Program

Degree Program Title (e.g. M.A. in Biology)	
Joint Degree Program (Yes or No)? If so, list partner program(s).	
Proposed Delivery Mode (campus, online, or site-based distance education). Add maximum % online, if applicable.	
Proposed Term to Enroll First Students (e.g. Spring 2022)	

Program Summary: (*Briefly describe the proposed program and summarize the overall rationale. Maximum of 1,000 words.*)

Include the following in your narrative:
- How does the proposed program support the university's mission and strategic priorities?
- Ways in which the proposed program is distinct from others already offered at the institution.
- Why is Howard uniquely positioned to develop / offer this?
- Do any peer institutions offer a similar program? If so, how will this program differ?
- Are there any known benefits of the program to the Howard brand?
- What are the collaborative opportunities with existing programs?

Student Demand: (*Provide evidence of student demand. Discuss the extent to which students will be drawn from a pool of students not previously served by the institution. Maximum length 1,000 words.*)

Societal Demand: (*Provide evidence of societal demand and employability of graduates from each of the following source types. Maximum length 1,000 words.*)

- Labor market information (projections, job posting analyses, and wages)
  - [Employment Projections (U.S. Bureau of Labor Statistics)](#)
  - [Fastest Growing Occupations (U.S. Bureau of Labor Statistics)](#)
  - [Education and Training Assignments By Occupations(U.S. Bureau of Labor Statistics)](#)
  - [Career Growth Projections (U.S. Department of Labor)Bureau of Labor Statistics)](#)
- Projections from professional associations or industry reports
- Other (alumni surveys, insights from existing programs, etc.)

Anticipated Resource Needs: (*Briefly describe the expected resource needs to deliver the proposed program in terms of staff support, new faculty or staff hires, technology, lab and other facility needs. Maximum of 1,000 words*.)

For Doctoral Programs Only:

Describe the following (maximum length 2,000 words):
- The research and scholarly infrastructure in place (including faculty) to support the proposed program.
- Method of financing the proposed new program (including extramural research funding and other sources) and indicate the extent to which additional funding may be required.
- State the number, amount, and source of proposed graduate student stipends and related tuition benefits that will be required to initiate the program.

Contact: (List the names, titles, e-mail addresses and telephone numbers of the person(s) responsible for planning the proposed program.)

Position Title	Name	E-mail Address	Telephone

Program Innovation and Approval Committee (PIAC) Review Recommendation

Date of Review: _____

☐ **Approved**   ☐ **Not Approved to Proceed with submission of formal program proposal**

PIRC Chair Signature: _____