



Letter of Intent to Develop a New Academic Degree Program

The following signature approvals must be obtained prior to sending the Letter of Intent to Develop a New Academic Degree Program to the UNC General Administration.

Institution _____

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

Reviewed and Approved By (Title)	Name	Date
Provost		
Faculty Senate Chair (If applicable)		
Undergraduate or Graduate Dean		
Academic College Dean		
Department Chair		
Program Director/Coordinator		

INSTRUCTIONS

The following Letter of Intent to Develop a New Academic Degree Program should be completed in its entirety. This document will be reviewed by the provost and if approved for consideration, should be forwarded to the UNC System General Administration for review and approval.

Submit completed Letter of Intent to Develop a New Academic Degree Program to the Office of the Provost by the following targeted deadlines:

October 1 – for UNC GA review during the fall term

- January 15 – for UNC GA review during the spring term
- Additional deadlines may be added depending on UNC GA requests

Letter of Intent to Develop a New Academic Degree Program

New Academic Program 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 UNC General Administration review.

Directions: Please provide a succinct, yet thorough response to each section. Obtain the Provost’s signature, and submit the proposal to Dr Kim van Noort , for review and approval by the UNC System General Administration. Once the Letter of Intent to Develop is approved, the institution can begin work on the formal Request to Establish a New Degree Program.

Institution	
Joint Degree Program (Yes or No)? If so, list partner campus.	
Degree Program Title (e.g. M.A. in Biology)	
CIP Code and CIP Title	
Require UNC Teacher Licensure Specialty Area Code (Yes or No). If yes, list suggested UNC Specialty Area Code(s).	
Proposed Delivery Mode (% online, if applicable)	
Proposed Implementation Date (e.g. Fall 2017)	
Other Programs in the UNC System (Including Enrollment and Degrees):	

SACSCOC Liaison Statement: *(Provide a brief statement from the University SACSCOC liaison regarding whether the new program is or is not a substantive change.)*

Program Summary: *(Briefly describe the proposed program)*

Briefly summarize the overall rationale for the new academic program and consider the following in your narrative:

- Ways in which the proposed program is distinct from others already offered in the UNC System (use the 4-digit CIP as a guide).
- How this program supports specific university and UNC System missions.
- Collaborative opportunities with other UNC institutions as appropriate. (maximum length 250 words)

Student Demand: *(Provide documentation 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 250 words.)*

Societal Demand: *(Provide evidence of societal demand and employability of graduates from each of the following source types. Maximum length 250 words)*

- Labor market information (projections, job posting analyses, and wages)
 - Specific to North Carolina (such as ncworks.gov, nctower.com, outside vendors such as Burning Glass)
 - Available from national occupational and industry projections (such as BLS)
- Projections from professional associations or industry reports
- Other (alumni surveys, insights from existing programs, etc.)

For Doctoral Programs Only:

Describe the following (maximum length 250 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 state 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.)

Title	Name	E-mail Address	Telephone

This Letter of Intent to Plan a New Program has been reviewed and approved by the appropriate campus authorities.

Title	Signature	Date
Chancellor		
Chancellor (Joint Partner Campus)		
Provost		