**Section 1**

**Institution:**

**Location (e.g. University of Houston Main Campus):**

**College/School (if applicable):**

**Department (if applicable):**

**Proposed 6-digit CIP code and title (e.g. 13.0101 Education, General):**

**Degree level (e.g. Graduate):**

**Proposed degree designation (e.g. M.A.):**

**Proposed degree program title (e.g. Education):**

**Proposed mode(s) of delivery (e.g. 100% Online):**

**Anticipated date of full proposal submission (mm/dd/yyyy):**

**Faculty contact information (name, email, phone number):**

**Section 2**

**Alignment with** [**UH System Goals**](https://uhsystem.edu/uh-system/mission-statements/#:~:text=UH%20System%20Goals%3A%201%20National%20Competitiveness%20The%20City,and%20the%20state.%20...%203%20Community%20Advancement%20)**; Institutional and College Vision/Mission/Strategic Plan:**

**Program Summary (500 words maximum):**

Update the Program Summary provided in the Notification of Intent as needed. Describe the following:

* program’s content and degree requirements
* total credit hours; expected length of program in academic years
* admission standards
* target student population
* expected outcomes for students
* any new or distinguishing features of the proposed program.

For Ph.D. programs, clearly identify how the proposed degree is research-based vs. other types of doctoral degrees.

**Program Demand and Labor Market Information:**

The Coordinating Board has provided labor market information (LMI) to the institution after receipt of planning notification. As appropriate, include this information and a summary of any additional or unique labor market need not represented in the provided LMI. This could include national labor market demand, academic specialization, specific geographic or community need, etc.

* [U.S. Bureau of Labor Statistics Home Page (bls.gov)](https://www.bls.gov/)
* [Texas Workforce Commission (twc.texas.gov)](https://www.twc.texas.gov/)
* [IPEDS (nces.ed.gov/ipeds/)](https://nces.ed.gov/ipeds/)
* [O\*NET OnLine (onetonline.org)](https://www.onetonline.org/)
* various job posting websites such as Indeed

Using discipline-specific context for the anticipated labor market demand, identify specific job or professional titles and potential employers directly related to the proposed degree.

Provide any additional evidence of student demand for the program beyond labor market information or enrollments and graduates in similar programs across the state. This can include demonstrated student interest through surveys, evidence of qualified students not being admitted to existing programs, increased enrollments in feeder programs at the Institution, an established feeder partnership with another institution, industry partner, etc.

**Program Duplication:**

Provide a list of comparable programs in Texas (and nationally if applicable). Add more rows as needed.

|  |  |  |
| --- | --- | --- |
| **Degree Title & Description** | **Institution** | **CIP Code** |
|  |  |  |
|  |  |  |
|  |  |  |

Discuss the potential impact on other UHS institutions with regards to potential duplication/overlap concerns if applicable.

**Faculty & Staff Resources:**

To supplement the Business Pro Forma, provide a brief narrative describing existing and potential new estimated faculty, instructors, staff required to support the program in the first 5 years.

**Section 3**

Include any references/citations: Should be no more than one page.

If available at this time, provide supporting documentation such as letters of support, consulting group analyses.

**Section 4**

Business Pro Forma: Establish financial projections over the initial five-year period of the proposed program.

**REQUIRED SIGNATURES:**

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Department Chair (or equivalent) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/School Dean Date

**Please submit to the University of Houston - Office of the Provost:**

**academicprograms@uh.edu**

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SVC/SVP for Academic Affairs and Provost Date

**Please Note:** Assertions and/or claims should be supported with citations and listed fully in the Reference Section (Section 3). Please avoid stating unsubstantiated assertions and/or claims about the proposed program.

The SVC/SVP for Academic Affairs and Provost’s signature is confirmation that the degree under consideration is ready for proposal development and formal internal reviews. Preliminary review approval does not guarantee that the Provosts’ Council will approve the proposed program if the academic unit prepares the full proposal. However, it does indicate that the SVC/SVP considers the program area and level to be consistent with the mission of the University of Houston System.

**DO NOT COMPLETE:** Provosts’ Council will use the following table in reviewing proposals for programs in areas that may appear to overlap with current UHS offerings.

|  |  |
| --- | --- |
| **Question** | **Notes** |
| To what extent does labor market information support a need for the proposed program in terms of current/projected labor market demand? |  |
| To what extent do trends in enrollments and graduates in comparable programs support student demand for the proposed program? |  |
| Is there additional evidence of student demand for the proposed program? |  |
| What factors distinguish the proposed program and how?   * content * degree requirements * admission standards * target student population * delivery mode * other |  |
| If the proposed program is offered, what benefit(s) would it bring to the proposing institution and UH System in terms of the following?   * enrollment * reputation * trends in the academy * increased system market share * other |  |
| Are there any additional factors that demonstrate a need for the proposed program? |  |