Authorization to Plan (ATP) a New Academic Program

Guiding Principles

- **Best interest of the student (demand)**
  - Reflects sufficient numbers of interested students
- **Best interest of the community (workforce needs)**
  - Meets current and anticipated workforce needs of state
  - Responds to changing needs of industry
- **Aligned with campus mission and system strategic outcomes/priorities**
  - Aligns with campus mission statement
  - Demonstrates capacity for additional students
  - Demonstrates capacity to deliver program/courses
  - Stewards resources efficiently.
- **Aligned with the University of Hawaii system mission and priorities**
  - Supports campuses in developing necessary, sustainable and cutting edge degrees
  - Avoids unnecessary duplication is avoided
  - Encourages collaboration among programs/campuses
  - Maximizes use of resources

Please complete all sections with an emphasis on item 5. The ATP is not to exceed 8 pages.

1. **Prior to completion of the ATP**, proposers must consult with the Vice Chancellor for Academic Affairs (VCAA) regarding the interest in proposing a new degree/certificate

2. Identify the campus, school/college and department/division requesting the ATP

3. List the planning committee chair and members

4. Identify the degree/certificate proposed

5. Describe the need for program:
   
   a. Provide a program description
      1) List the program learning outcomes
      2) Justify the program (include, as appropriate, evidence of internal and external factors driving need for this program; completion of needs assessment; number of interested students per year; need for such a program in relation to workforce development, graduate studies, etc.)
      3) Discuss how the program will impact campus, island and/or the state’s economic development.
      4) Discuss how the proposed program addresses workforce needs
5) Demonstrate how the proposed program aligns with system and campus mission and strategic plan and outcomes.

b. Can identified need be met by existing UH program(s)?
   1) List similar degrees or certificates offered in UH System
   2) Describe the impact of the proposed program on current courses or programs at the campus and within the system (is it duplicative? Can resources be leveraged? Can a joint program be offered or campuses collaborate to offer one degree?).
   3) If a similar program exists, consult with other campuses, identifying, who has been consulted, what campus and date of consultation. Consultation will include:
      a) The VCAA of the other UH campuses with relevant programs by the VCAA of the campus proposing the degree/certificate
      b) Colleagues in related disciplines from other campuses have been consulted.

6. Planning the new program
   a. Planning period. Describe the
      1) Planning period (not to exceed two years or reapplication is necessary)
      2) Activities to be undertaken during the planning phase
      3) Anticipated submission date of program proposal
      4) Workload/budget implications during planning period
      5) How program will be economically sustainable
      6) Impact proposed program may have on accreditation
      7) How program will fit within campus and/or system organizational structure
   b. Description of resources required:
      1) Faculty (existing and new FTEs)
      2) Library resources (estimate of current resources and additional resources required))
      3) Physical resources (space, equipment, etc.)
      4) Other resources required (staff, graduate assistantships, etc.)
   c. Five-Year Business Plan. Provide a five-year projected budget for the program that answers the following questions and includes a completed Mini Cost Revenue Template:
      1) What will be the annual costs to implement the program?
      2) What will be the projected enrollment and estimated tuition revenue?
      3) How will be program be funded?
      4) Does the current or proposed budget (Department/College/Campus) include funds or a request for funds for the proposed program? Please provide details.
      5) Given a “flat budget” situation or if anticipated enrollment does not materialize, how will the proposed program be funded?
### ENTER VALUES IN HIGHLIGHTED CELLS ONLY

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7. Describe the impact on current courses or programs.

8. If this program is multidisciplinary, provide evidence of commitment for support from the colleges, departments, programs, and/or individuals expected to participate.

*The ATP has completed the campus approval process prior to review by Council of Chief Academic Officers*
Reviewed by:

_Campus Chief Academic Officer:_

_____ Recommend

Comments:

Signature                        Print Name         Date

_Chancellor:_

___ Approved   ___ Disapproved

Comments:

Signature                        Print Name         Date

_Council of Chief Academic Officers (Systemwide Consultation):_

Comments:

Print Name                        Signature       Date

(A copy of the signed document is provided to the Office of the Executive Vice President of Academic Affairs/Provost)