# Authorization to Plan Guidelines for New Academic Programs (Certificates)

**(3-page limit excluding signature page)**

Prior to initiation of the ATP, consultation with the Vice Chancellor for Academic Affairs (VCAA) must be completed.

Please address the following items:

1. Campus, school/college and department/division proposing the new program
2. Degree proposed and program objectives
3. **Alignment with the Campus and UH system mission, strategic plan and the Integrated Academic and Facilities Plan** [**(https://www.hawaii.edu/offices/aa/IAFP\_BOR\_Approved\_April17.pdf).**](http://www.hawaii.edu/offices/aa/IAFP_BOR_Approved_April17.pdf%29)Provide evidence that demonstrates how the proposed program is consistent with the above and the potential for articulation across the UH campuses.
4. **Justification of need** that includes a clear rationale for the new program with as much direct evidence as possible. In the case of workforce demand, data and evidence of employment or industry need in the state or local/regional service area of the institution should be provided (e.g., occupation projections, current jobs available, critical shortage areas). If justification is not tied to employment or industry need, the rationale should include evidence that the proposed program is linked with high priority initiatives of the campus or system.
5. **Demand for the program** provides data/evidence that there is sufficient unmet demand in one or more of the following areas: student demand, demand for services or intellectual property of the program and/or employer demand.
	1. Provide evidence demonstrating student demand for the program and the extent that the demand is not being adequately met by existing programs.
	2. Demand for services (e.g., contracts, consulting or community service) or the intellectual property (e.g., inventions and creative works) that would be produced by students and faculty of the program and the degree to which this demand is not being adequately met by existing programs.
	3. Evidence of employer demand may include documentation from employers of need of graduates with specific skills/abilities.
6. **Non-duplication of programs** is addressed by listing all programs with the same degree level offered at other UH institutions. Provide an analysis that includes: number of degrees conferred over the last three years; why existing programs are not sufficient to

address demand in the institution’s region or sector; and if similar programs exist,

describe what the proposing institution has done to explore partnerships/collaborations with other UH institutions and why an additional program necessary.

1. **List potential risks** (e.g., insurance, vendor contracts, off-site management) associated with the new program. These potential risks will be fully assessed in the new program proposal.
2. **New Resources.** If new resources will be necessary, please identify from where those resources will come.

Signature Page

*Signature indicates that the person has reviewed the ATP and supports the proposed program.*

*Department/Division Chair* Print Name Date

*Dean* Print Name Date

*Dean Graduate Division (for grad cert)* Print Name Date

*Provost* Print Name Date

*President* Print Name Date