# Guidelines for the Academic Degree Program Authorization to Plan (ATP) Proposal

A narrative of 3-4 pages, not including the signature page and appendices. The following items are to be addressed in the ATP:

1. Campus, school/college and department/division proposing the new program.
2. Degree proposed, including its program objectives and potential for articulation across the UH campuses.
3. Statement of alignment with the **current UH Manoa Strategic Plan** (<https://manoa.hawaii.edu/strategicplan/>): provide evidence that explicitly demonstrates how the proposed program contributes to the relevant goal(s) in the current UHM strategic plan.
4. Statement of alignment with the **current UH Strategic Plan** (<https://www.hawaii.edu/strategic-plan/>): provide evidence that demonstrates how the proposed program is consistent with the relevant imperatives and objectives found in the UH Strategic Plan.
5. **Justification of need**. A clear rationale for the new program with as much direct evidence as possible (include detailed data in appendices). Preliminary indicators of need include:
	1. 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 (e.g., occupation projections, current jobs available, critical shortage areas).
	2. 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.
6. **Demand for the program**. Provide direct evidence of sufficient unmet demand in one or more of the following areas:
* student demand,
* demand for services unique to the program (includes intellectual property of the program), and/or
* employer demand.
	1. Provide evidence demonstrating student demand for the program and the extent to which the demand is not being adequately met by existing programs.
	2. Provide evidence demonstrating demand for services unique to the program (e.g., contracts, consulting, grants, or community service) or the intellectual property (e.g., inventions and creative works) that will be provided by students and faculty of the program and the degree to which this demand is not being adequately met by existing programs.
	3. Provide evidence demonstrating employer demand including any documentation from employers of the need for graduates with specific skills the new program can provide.
1. **Non-duplication of programs** is addressed by listing all programs with the same, or similar, degree level offered at other UH institutions. Provide an analysis that includes:
	1. Number of degrees conferred over the last three years;
	2. Why existing programs are not sufficient to address demand;
	3. If similar programs exist, describe what the proposing unit/institution has done to explore partnerships with the existing program and why an additional program is necessary.
	4. When a similar program exists, the VCAAs/VPAE of the UH campus(es) with relevant program(s) should be consulted, as should any colleagues in related disciplines from the impacted campus. The ATP should identify who (campus, name and title) has been consulted and the date(s) of consultation.
2. **List potential risks** (e.g., insurance, vendor contracts, off-site management) associated with the new program. Note: These potential risks will be fully assessed in the new program’s *proposal for provisional status*.
3. **Resources**: Indicate what personnel and resources are needed and where it is anticipated these can be acquired. If new personnel and/or new resources will be necessary, please identify where these will come from. Indicate how existing personnel and resources will be allocated.
4. Issues related to professional **licensure**, professional program accreditation, and/or WSCUC/WASC institutional **accreditation**, if relevant.
5. **Distance education**. State whether the unit plans to offer the degree as a fully online degree program. If the degree program will be partially online, provide the planned percentage of the program to be offered via distance education.
6. **Proposed timeline** for submission of the next step: submission of the *proposal for provisional status* to:
	1. Council of Chief Academic Officers (CCAO) – date must be within two years of the endorsement of the APT by CCAO
	2. Board of Regents’s Student Success Committee
	3. Board of Regents
7. **Include the signature page** (as a separate page after the ATP narrative). Secure the signatures of the (a) department chair and (b) dean.
	1. OVPAE will secure the signatures of the VPAE and Provost and will facilitate the transmittal of the materials to UH Officers and CCAO.

## Signature Page

The signature indicates that the person has reviewed the ATP and supports the proposed program. **The unit secures the following signatures: Dean(s) and Department Chair(s)**.

The OVPAE will secure the VPAE signature. [Note: Graduate Dean is not included on the signature page.]

*The signature of the Provost is the final step, to be signed after any revisions recommended by the UH Officers and CCAO have been completed.*

***Department Chair:***

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Signature Print Name Date

***Dean:***

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Signature Print Name Date

***Vice Provost for Academic Excellence:***

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Signature Print Name Date

**UH Officers:** Approve/Disapprove Date of Approval:

**CCAO:** Date of Review:

Upon approval by the UH Officers after making recommended revisions:

***Provost***Approve/Disapprove

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Signature Print Name Date