Utah System of Higher Education
Request for Approval of a New Program

Program Information

College: [Name of Technical Education Institution]

Program Title: [As the name will be designated in the request/notification to accrediting body]

Program Length: [## Credits, ### Hours]
[If substantive change request, indicate "Current Length" and "Requested Length"]

Institutional Role and Mission Alignment: [Yes/No. If in question, contact the Office of the Commissioner]

USHE Aligned Program: [Yes/No]

Campus Location(s): [Use location name as approved by the accrediting body. Indicate if any locations are outside of the designated service region.]

Program Credential: [Technical Education Certificate]

Program CIP Code: [CIP Code]

Financial Aid Eligibility: [Yes/No]

VA Eligibility: [Yes/No]

Delivery Format: [Traditional (0% online), Hybrid (1-99% online), or Distance Education (100% online)]

Work-Based Activities: [Yes/No]

Apprenticeship: [Yes/No]

Leads to Professional Licensure: [Yes/No]

Programmatic Accreditation or Regulatory Body Name:

Opportunities to Earn Industry Certification: [Yes/No, If yes, describe]

Additional Information

Student Eligibility
[Secondary and/or postsecondary students]

Admission Requirements
[What is required for students to enter the program, including any prerequisites]

Program Resources
[Describe the budget, personnel, facilities and equipment resources that will support the program.]

Student Cost
[Describe the tuition, fees, and estimated cost of required materials for post-secondary students and any additional costs for secondary students.]

Revenue Generation
[Describe potential revenue sources from services provided to the public or products sold, if applicable.]

Wage Potential
[Department of Labor minimum, median, and maximum wages in this industry.]

Market Demand/Need
[Provide labor market demand data in accordance with the guidance provided in the attachment demonstrating the need for the program in the service region. DWS Star Rating]

Comparable Programs
[Describe the institution name, location, program title, length, credential for similar programs offered by secondary and public and private post-secondary educational institutions in the service region.]

Educational Partnership Opportunities
[Describe potential opportunities to articulate secondary course work and to develop pathways with post-secondary education partners within the service region. For secondary partnerships, include Utah State Board of Education course number, name, and credits tied to a course(s) in the proposed program. For potential post-secondary partnerships, indicate institution name, degree title, credential, and whether the agreement may be course-to-course or by the program.]

Approvals
The technical college board of trustees must approve the new program or substantive changes, with attestation that the request fully satisfies the criteria specified in Board Policy R401.

- College Board of Trustees: [DATE]

Required Documentation
- Graduation Requirements
- Program Description and Objectives
- Course Descriptions and Objectives
- Occupational Advisory Committee Minutes showing support of the development of the program)
- Board of Trustees Meeting Minutes (approval of new program or substantive changes)

Submission
Submit the request form with required documentation to the USHE Associate Commissioner of Technical Education.