MEMORANDUM

TO: ______________________
Chair, Board of Regents

VIA: David Lassner
President

VIA: Donald O. Straney
Vice President for Academic Planning and Policy

VIA: John Morton (for CC proposals only)
Vice President for Community Colleges

FROM: Campus Chancellor’s Name
Chancellor

SUBJECT: Request Approval to Change from Provisional to Established Status, _________

SPECIFIC ACTION REQUESTED:
Request approval to change from provisional to established status, _________

RECOMMENDED EFFECTIVE TERM/YEAR:

BACKGROUND INFORMATION:
Board of Regents Policy 5.201, B, 3., states that “the board shall determine whether the program is to be awarded established status or terminate.”

Strong opening paragraph to make the case for established status

Brief summary of key points from the original program proposal

Discuss how the program still meets the campus’s academic priorities, in addition to the fit to the mission and purpose of the campus, program’s strategic value within the UH System and the Integrated Academic and Facilities Plan

Assessment of how well the outcomes proposed were met, summarize proposed to actual (enrollment, completion, staffing, cost, etc.)

Analyze unexpected outcomes and changes to program due to changing conditions

Significance/Contribution of this degree (address the need of the program)

Demand projections

Resources needed to sustain the program

Similar programs at other UH campuses (if there is duplication, why is this program necessary)
Accreditation impact (if any):

Examples (2-3) of similar models from peer institutions:

Cost and resource allocation/reallocation implications:

Impact of new program/program change request on campus budget allocations and mission priority (can we afford it?):

**ACTION RECOMMENDED:**
Repeat of Specific Action requested, but replace “Request” with “Recommend”

Attachment(s)

c: Executive Administrator and Secretary, Board of Regent