



UTAH SYSTEM OF  
HIGHER EDUCATION

# MEMORANDUM

October 21, 2022

## Program Approval

The Office of the Commissioner of Higher Education (OCHE) is addressing former Utah System of Technical Colleges policies by integrating them with existing Utah System of Higher Education (USHE) policies, and modifying and rescinding them as appropriate. UTech Policy 200, *Program/Course Approval and Reporting* will be integrated into USHE Policy R401, *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*.

Per Utah Code Section 53B-16-102, USHE Policy R220, *Delegation of Responsibilities to the President and Board of Trustees*, and USHE Policy R312, *Utah System of Higher Education and Institutional Missions and Roles*, approval of any new program of instruction within the designated institutional role and mission is delegated by the Board of Higher Education to the Board of Trustees.

As defined in R401, institutions must submit program approval requests that meet credential criteria to the Board of Trustees using a USHE-defined program approval template and following the template instructions. The template and Trustee approval must be submitted to the Office of the Commissioner of Higher Education (OCHE) as notification of the approval of new certificate programs. These items will be retained in an approved program database and will appear as an information item on the Board of Higher Education agenda. Notification items do not require Board approval but may be examined to ensure they are congruent with the institution's mission.

A program approval template formerly used by the Utah System of Technical Colleges is attached for consideration and discussion. Revisions reflect the possibility of program and course information being centrally available for programs that are included in the program alignment initiative.

### **Commissioner's Recommendations**

This is a discussion item only; no action required.

### **Attachments:**

Program Approval Template

# Utah System of Higher Education

## Program Approval Request Template

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### Program Information

**College:** [Name] Technology College

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

**Program Length:** [#### Hours, ## Credits]

[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]

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

**Program Credential:** [Certificate of Completion]

**Program CIP Code:** [CIP Code]

**Financial Aid Eligibility:** [Yes/No]

**VA Eligibility:** [Yes/No]

**Delivery Format:** [Traditional, Hybrid, or Distance Education]

**Work-Based Activities:** [Yes/No]

**Apprenticeship:** [Yes/No]

**Leads to Industry Licensure:** [Yes/No]

**Programmatic Accreditation or Regulatory Body Name:**

**Opportunities to Earn Industry Certification:** [Yes/No]

### Additional Information

#### Program Description

[Describe the program]

#### Program Objectives

[Overarching objectives of the program]

#### Admission Requirements

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

#### Program Resources

[Describe the budget, personnel, facilities and equipment resources in place to support the program.]

#### Program Cost

[Describe the tuition, fees, and estimated cost of required materials for post-secondary students and differential tuition 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 regional service area.]

### 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 regional service area.]

### Educational Partnership Opportunities

[Describe potential opportunities to articulate secondary course work and to develop potential pathways with post-secondary education partners within the service region. For secondary partnerships, include UBHE 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 directors must approve the new program or substantive changes, with attestation that the request fully satisfies the criteria specified in [UTech Policy 200.6](#)

- College Board of Directors: [DATE]

### Required Documentation

- Graduation Requirements (Northstar Curriculum Evaluation)
- Course Descriptions
- 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.