***insert Institution logo***

**Program Approval Format for HECC Docket Submission**

**Consent Agenda Sentence**

[Institution] seeks the Oregon Higher Education Coordinating Commission approval to offer an instructional program leading to a [degree and title of program].

**Program Description and Justification**

1. Identify the institution, degree, and title of the program.
2. Describe the purpose and relationship of the proposed program to the institution’s mission and strategic plan.
3. What evidence of need does the institution have for the program?
4. Are there similar programs in the state? If so, how does the proposed program supplement, complement, or collaborate with those programs?

***In a separate paragraph, include the following sentence:***

All appropriate University committees and the Statewide Provosts Council have approved the proposed program. The [institution] Board of Trustees approved the program on [date].

# Recommendation to the Commission

The Statewide Provosts Council recommends that the Oregon Higher Education Coordinating Commission authorize [institution] to establish an instructional program leading to a [degree and title of program], effective [fall, winter, spring, or summer] [year]**.**

Note: A signature page showing how the provosts voted on the program will need to be submitted along with this write-up.

*Revised May 2016*