

Feasibility Study and Letter of Intent

Preliminary discussions with the Provost and Vice Provost are the first steps for possible curricular actions that require TBR approval. For initial campus approval, all curricular actions require a Feasibility Study.

I. Information and data that should be included in the Feasibility Study are these:

- specific evidence of student interest,
- specific job openings for which the degree program (concentration) applies,
- direct impact on local and Tennessee hiring,
- comparable degree programs (concentrations) at peer institutions and their success in job placement,
- results/impact for departmental structure, and
- results/impact for faculty workload assignments.

II. The Feasibility Study is submitted to department chair, dean, and then the Vice Provost for Academic Affairs, with participation by the Graduate Dean if appropriate.

III. When the Vice Provost approves the Feasibility Study, the Letter of Intent can be initiated for those TBR actions for which it is required (New Academic Degree, New Certificate Program [if 24 hours or more are required], New Concentration [if not in an established degree program], and Extending an Academic Degree to an Off-Campus Site).

IV. TBR Guidelines for Letter of Intent:

A. LETTERS OF INTENT: Submitting a Letter of Intent is the first step for any program proposal that requires approval from both TBR and THEC (See THEC policy A1:0 and A1:1). The Letters of Intent should contain the following information:

1. A brief description of the nature, purpose, and scope of the proposed action.
2. The projected date for submission of the full proposal.

3. The projected date for implementation of the proposed program.
4. A statement of the total estimated cost for the first year of the program and the anticipated source of funding that will support the program over a long-term period.

Once written approval to proceed has been received by the President, the institution can then develop the proposal. A copy of the approval letter can serve as a cover letter for the proposal when it is submitted.

In addition to the above TBR requirements, MTSU requests that the Letter of Intent include how the new degree program supports MTSU's Academic Master Plan and what will be the impact on minority student population.

V. The Letter of Intent (two pages, single spaced) is initiated in a department or academic unit, approved by the department's curriculum committee, the departmental chair, the college curriculum committee, and the college dean.

VI. The Letter of Intent, in hard copy with signatures and an electronic copy, is sent to the University Curriculum Committee for undergraduate degrees and to the Graduate Council for graduate degrees.

VII. When approved by either the University Curriculum Committee or the Graduate Council and the Graduate College Dean, the Letter of Intent, in hard copy with signatures and an electronic copy, is sent to the Vice Provost for review, approval, and forwarding to TBR staff.