Feasibility Study and Letter of Intent

Preliminary discussion with the Provost and Vice Provost is the first step for possible curricular actions that require TBR and THEC approval. For initial campus approval, all curricular actions that require TBR/THEC approval necessitate a Feasibility Study. Some on campus curricular actions also require a feasibility study at the request of the University Provost. (See Appendix B-Handbook for Preparation of Curriculum Materials for University Curriculum Committee)

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
- Results/impact for faculty workload assignments

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

III. When the Vice Provost/Provost approves the Feasibility Study, the Letter of Intent can be initiated for those TBR actions for which it is required (New Academic Degree).

IV. **TBR Guidelines for Letter of Intent:**

Submitting a Letter of Intent is the first step for any new academic degree program or certificate (24 SCH or more) program proposal (See THEC policy A1:0 and A1:1). The TBR Vice Chancellor for Academic Affairs should be notified that a Letter of Intent will be forthcoming. The Letter of Intent must be submitted to the TBR Vice Chancellor for Academic Affairs.

Partnerships, collaborations or the use of Academic Common Market should be considered whenever possible to meet with greater efficiency. For programs needing the cooperation of other institutions, evidence of the willingness of these institutions to participate is required.
There is no specific form for the LoI. Questions and items identified in Guideline A-010 http://www.tbr.edu/offices/academicaffairs.aspx?id=500 should be answered using a narrative letter from the President. The letter should document that the new program is a priority for the institution and explain why it is a priority at this time. The Letter of Intent format should follow the TBR Checklist for Letter of Intent found on this page http://www.tbr.edu/offices/academicaffairs.aspx?id=500

In addition to the above TBR requirements, MTSU requests that the Letter of Intent include what will be the impact on minority student population.

V. The Letter of Intent 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 following the TBR checklist.

VI. The Letter of Intent, in hard copy with signatures is sent to the University Curriculum Committee for undergraduate degrees and 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 all approving signatures, along with an electronic copy is sent to the office of the Vice Provost for review, approval, and forwarding to TBR staff.

VIII. Once TBR/THEC written approval to proceed has been received by the President, the institution can then develop the proposal. A copy of the approval letter and the original LoI should be submitted as an Appendix to the proposal. Letters of Intent are valid for three years from the date of approval.