

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:**
 - A. **LETTERS OF INTENT:** Submitting a Letter of Intent is the first TBR step for any program proposal that requires approval from both TBR and THEC (See THEC policy A1:0 and A1:1). The Letter 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 is sent to the University Curriculum Committee for undergraduate degrees and the Graduate Council for graduate degrees. An electronic copy should be sent to the office of the Vice Provost for Academic Affairs.
- 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.