

Standard information to include in the letter of intent:

- Date
- College(s)
- Department(s)
- Departmental Contact (this is who is shepherding the process)
- Name of Proposed Program/Inscription (this should be a combination of degree and “major”)
- Degree
- Major (or concentration)
- CIP Code
- Anticipated Implementation Date

Program Description and Objectives, including:

- Brief explanation of the program (length, credit hours, etc.)
- Modality (how it is to be delivered)
- Objectives of the program

Brief rationale for new program to include:

- need
- justification
- how it aligns with GRU’s strategic plan/mission
- if there are any other similar programs within the USG