

# UNIVERSITY OF HOUSTON SYSTEM – PRELIMINARY PLANNING REVIEW WILL BE UPDATED WHEN FULLY FINALIZED AT UHS

As the second step in the UH System [new program approval process](#), all UH System institutions must obtain planning approval for new degree programs through submission of the [Preliminary Planning Review \(PPR\)](#) form to [academicprograms@uh.edu](mailto:academicprograms@uh.edu). The PPR will be reviewed by UHS Provosts' Council and the institution (via the Provost) will be informed of the decision via email by the Executive Director, Academic Programs.

Assertions and/or claims should be supported with citations and listed fully in the Reference Section (Section 3). Please avoid stating unsubstantiated assertions and/or claims about the proposed program.

## **SECTION 1**

This information may be copied from the NOI with updates as needed.

**Institution:**

**Instructional site(s) (e.g. University of Houston Main Campus):**

**College/School (if applicable):**

**Department (if applicable):**

**Proposed 6-digit CIP code and title (e.g. 13.0101 Education, General):**

**Degree level (e.g. Graduate):**

**Proposed degree designation (e.g. M.A.):**

**Proposed degree program title (e.g. Education):**

**Proposed mode(s) of delivery (Face-to-Face, Hybrid, 100% Online):**

**Anticipated date of full PPR and Business Pro Forma submission (mm/dd/yyyy):**

**Faculty and/or campus representative contact information (name, email, phone number):**

## **SECTION 2**

**Alignment with [UH System Goals](#); Alignment with [UHD Mission/Vision](#)**

Briefly explain how the program aligns with UHS and UHD goals/mission/vision

**Summary (500 words maximum):**

Update the Program Summary provided in the Notification of Intent as needed. Describe the following:

- program's content and degree requirements
- total credit hours; expected length of program in academic years
- admission standards
- target student population
- expected outcomes for students
- any new or distinguishing features of the proposed program.

For Ph.D. programs, clearly identify how the proposed degree is research-based vs. other types of doctoral degrees.

**UNIVERSITY OF HOUSTON SYSTEM – PRELIMINARY PLANNING REVIEW  
WILL BE UPDATED WHEN FULLY FINALIZED AT UHS**

**Program Demand and Labor Market Information:**

The Coordinating Board has provided labor market information (LMI) to the institution after receipt of planning notification. As appropriate, include this information and a summary of any additional or unique labor market need not represented in the LMI. This could include national labor market demand, academic specialization, specific geographic or community need, etc.

- [U.S. Bureau of Labor Statistics Home Page \(bls.gov\)](https://www.bls.gov)
- [Texas Workforce Commission \(twc.texas.gov\)](https://www.twc.texas.gov)
- [IPEDS \(nces.ed.gov/ipeds/\)](https://nces.ed.gov/ipeds/)
- [O\\*NET OnLine \(onetonline.org\)](https://www.onetonline.org)
- various job posting websites such as Indeed

Using discipline-specific context for the anticipated labor market demand, identify specific job or professional titles and potential employers directly related to the proposed degree.

Provide any additional evidence of student demand for the program beyond labor market information or enrollments and graduates in similar programs across the state. This can include demonstrated student interest through surveys, evidence of qualified students not being admitted to existing programs, increased enrollments in feeder programs at the Institution, an established feeder partnership with another institution, industry partner, etc.

**Comparable Programs:**

List comparable programs in Texas (and nationally if applicable). Add more rows as needed.

<b>Degree Title &amp; Description</b>	<b>Institution</b>	<b>CIP Code</b>

If applicable, discuss the potential impact of duplication/overlap on other UHS institutions.

**Faculty & Staff Resources:**

To supplement the Business Pro Forma, provide a brief narrative describing existing and potential new estimated faculty, instructors, staff required to support the program.

**SECTION 3**

Include any references/citations. If available at this time, provide supporting documentation such as letters of support, consulting group analyses.

**SECTION 4**

**UNIVERSITY OF HOUSTON SYSTEM – PRELIMINARY PLANNING REVIEW  
WILL BE UPDATED WHEN FULLY FINALIZED AT UHS**

Business Pro Forma: Establish financial projections over the initial five-year period of the proposed program using UHS pro forma template. [For UHD, this will be completed by the AVPPC. However, UHD proposers should complete the pro forma information sheet from the UHD [planning website](#) step 2 and send to the AVPPC while working on this document.]

**UNIVERSITY OF HOUSTON SYSTEM – PRELIMINARY PLANNING REVIEW  
WILL BE UPDATED WHEN FULLY FINALIZED AT UHS**

**SIGNATURE FORM for PPR**

(Each campus may use a separate internal signature page. For submission to Provosts’ Council, the PPR must include at least the Provost’s signature.)

Signatures

\_\_\_\_\_  
Department Chair (or equivalent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
College/School Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date

The signature of the Senior Vice Chancellor for Academic Affairs is confirmation for UHS proposals that the degree under consideration is ready for full proposal development and formal internal reviews.

Preliminary review approval does not guarantee that the Provosts’ Council will approve the proposed program if the academic unit prepares the full proposal.

\_\_\_\_\_  
Senior Vice Chancellor for Academic Affairs

\_\_\_\_\_  
Date

**UNIVERSITY OF HOUSTON SYSTEM – PRELIMINARY PLANNING REVIEW  
WILL BE UPDATED WHEN FULLY FINALIZED AT UHS**

**DO NOT COMPLETE**—for information only. The following table is offered to provide Provosts’ Council with guiding questions in reviewing proposals.

<b>Question</b>	<b>Notes</b>
<p>To what extent does the proposed program support UH System goals as well as institutional and college vision, mission, and strategic plan?</p>	
<p>To what extent does labor market information support a workforce need for the proposed program in terms of current/projected labor market demand?</p>	
<p>If applicable, to what extent do trends in enrollments and graduates in comparable programs support student demand for the proposed program?</p>	
<p>Is there additional evidence of student demand for the proposed program?</p>	
<p>What factors distinguish the proposed program and how?</p> <ul style="list-style-type: none"> <li>○ content</li> <li>○ degree requirements</li> <li>○ admission standards</li> <li>○ target student population</li> <li>○ delivery mode</li> <li>○ other</li> </ul>	
<p>If the proposed program is offered, what benefit(s) would it bring to the proposing institution and UH System in terms of the following?</p> <ul style="list-style-type: none"> <li>○ enrollment</li> <li>○ reputation</li> <li>○ trends in the academy</li> <li>○ increased system market share</li> </ul>	

**UNIVERSITY OF HOUSTON SYSTEM – PRELIMINARY PLANNING REVIEW  
WILL BE UPDATED WHEN FULLY FINALIZED AT UHS**

<input type="radio"/> other	
Are there any additional factors that demonstrate a need for the proposed program?	
Are there currently sufficient faculty and staff resources to support the proposed program? If new faculty and staff are needed, what is the plan to fund positions?	
Does the business pro forma demonstrate financial viability within the first five years of operation?	