



New Program Proposal Dean's Memo

To: Executive Vice President and Provost

From: Insert name of Dean and college/school

Date: insert current date

Re: Dean's Memo for New Degree Program Proposal

Please write a memo identifying strengths and weaknesses of the proposal and why it will be beneficial for your college/school. The memo must address the priority of this program within your college or school's budget.

If the program needs funding, address how the college or school will fund the proposal and in which fiscal year(s). What will the funds be used for? How will a lack of state funding affect the ability to provide funds for the new program?

If the new program needs space, what are the plans to accommodate those needs?

For questions, please contact the Office of the Vice Provost for Academic Programs at vpap@unlv.edu or 702-895-0482.