**TEMPLATE FOR PROGRAM ANNOUNCEMENT COVER LETTER**

TO: Presidents, New Jersey Colleges and Universities

FROM:

DATE:

SUBJECT: Program Announcement for a New Academic Degree Program

We are pleased to enclose for your review and comment a formal Program Announcement describing NAME OF INSTITUTION proposed new **academic** degree program, NAME OF DEGREE PROGRAM.

Program Announcements are intended to acquaint all colleges and universities in New Jersey with institutional plans to offer new academic programs. In accordance with the regulations outlined in N.J.A.C. 9A:1-2.9 through 2.14 and the new academic degree program review process developed by the New Jersey Presidents’ Council, please confine your comments to issues related to the standards for new academic degree programs, including academic quality, labor market demand, program duplication, and/or the need for significant additional State resources, as well as alignment to programmatic mission.

Your response to the attached Program Announcement is requested within 30 days. Please address comments to:

INSTITUTIONAL OFFICIAL OR CONTACT

EMAIL CONTACT

Thank you for your time and consideration of this Program Announcement.