

**Utah System of Higher Education**  
R401 Full Template Instructions  
22 October 2015

The Full Template is used for proposals for:

- New Associate of Applied Science Degrees;
- New Associate of Arts, Associate of Science, and Specialized Associate's Degrees;
- New Baccalaureate Degrees;
- New Master's Degrees;
- New Doctoral Degrees; or
- New K-12 Personnel Licensure Programs.

*These programs are defined in detail in R401.3.11.*

The full template consists of a cover/signature page, two pages of brief narrative responses that describe, in detail, the program being proposed, and four tables.

- When preparing the full template, the institution must choose an appropriate CIP code. The Classification of Instructional Program or CIP code is a critical data element used by OCHE for data requests and reports. A list of CIP codes currently in use by USHE institutions is available upon request. For a complete list of CIP codes, see: [nces.ed.gov/ipeds/cipcode/Default.aspx?y=55](http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55).
- Each section contains prompts. Responding to the prompts ensures you have fulfilled R401 requirements set for the Regents as well as information that may be required by institutions' Board of Trustees and regional accrediting agency.
- The template must be completed fully. If there is a section that does not apply, type N/A. Note: Additional information may be requested in order to evaluate any proposal or reports submitted.
- Narrative should be written in a formal style, using third person.
- Proposals must be signed and transmitted by the Chief Academic Officer or his/her designated representative. Institutions should e-mail the completed Full Template document to [academicaffairs@ushe.edu](mailto:academicaffairs@ushe.edu).
- The institution is responsible for maintaining a record of the submission as the OCHE Academic and Student Affairs office is not responsible for storing electronic copies of submitted proposals.

### **Formatting Guidelines**

- Click in date fields to access calendar tool.
- Click Control + E within a text box to open text formatting controls.
- Text can be composed in word processing software, then cut and pasted into the text fields.
- Please direct questions or comments to Jessica Miller (801-321-7126, [jmiller@ushe.edu](mailto:jmiller@ushe.edu)) or Cynthia Grua (801-321-7152, [cgrua@ushe.edu](mailto:cgrua@ushe.edu)).