**Workforce Analysis Request Form- Program Reconfiguration**

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| Directions: An institution shall use this form to request workforce data analysis for reconfiguration of existing undergraduate or graduate program. In completing the form, the institution should refer to the document [AHECB Policy 5.11 Approval of New Degree Programs and Units](https://static.ark.org/eeuploads/adhe/New_Academic_Programs.pdf)*,* which prescribesspecific requirements for program reconfiguration*.* **Note:** This form is required to be submitted by the Chief Academic Officer or individual(s) they designate. Answers need not be confined to the space allotted but may extend to several pages. |

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| **Program Reconfiguration Program for Analysis**  |
| 1. Institution:  |
| 2. Program Reconfiguration – program created out of closely allied existing program(s)Show how the program would appear on the Coordinating Board’s program inventory (*e.g., Bachelor of Business Administration or Associate of Science in Accounting*): |
| 3. Original Program CIP Code: |
| 4. Original Program: Describe the program that is undergoing reconfiguration, commenting on some or all of the following: How long has it existed? What have been the trends in enrollment? What successes and challenges with respect to job placement for graduates are you aware of? What is distinctive about the background and motivations of the students? What are their typical professional objectives?  |
| 5. Reasons for Reconfiguration: Why are you proposing to reconfigure the program? Is it motivated principally by a desire to improve labor market alignment, or are other factors at work? If other factors, what are they? |
| 6. Reconfigured Program CIP Code (if different from above): |
| 7. ProposedImplementation Date – (MM/DD/YY): |
| 8. Contact Person – Provide contact information for the person who can answer specific questions about the program: Name: Title:  E-mail: Phone:  |

## **Email the completed form:** Arkansas Department of Commerce/Economic Policy Division(doc.workforce.analysis@arkansas.gov)

**Institutions will received a workforce analysis based on narrow outcomes associated with the existing programs.** After the labor market analysis has been completed, the institution will be invited to respond, providing further information that might shed light and help to interpret the data provided.