**Letter of Intent [Template]**

[Address to PDAC@Tufts.edu]

Include a statement of less than 1 page indicating the following:

* School(s), Department(s) the program is to live in (if known)
* Type of Program (Pre-College, Executive Ed, Masters, etc.)
* Topic of Program
* Any additional context or content that helps PDAC understand current thinking or how the concept arose
* Any information about the planned goals of the program (even if hypothetical) around launch timeline or target enrollment

[Signed by faculty lead]

[cc. Dean, EAD, Department Chair]