Request for Approved Change
Michigan State University
Office of the Provost

Date: _____

1. Department/School/College: _____

2. Name of Program:_____
   Curriculum and Major Code(s): _____

3. Name of Degree: _____

4. Type of Program: _____

   Major _____
   Online (Off-campus) _____
   Online (On-campus) _____
   Other _____
      If other, please specify Type of Program: _____
      _____
      If TE, *** Requires Michigan State Department of Education Approval: _____

5. Effective Start Semester: _____
   To which students will the program be made available: _____
   _____

6. Target student audience for the program:_____
   _____

7. Enrollment:
   What is the expected enrollment per year: _____
   What is the minimum enrollment acceptable: _____

8. Source of budget for the program:
      Internal reallocation _____
      College reallocation _____
      New funds _____

9. Projected costs as compared to other programs in unit:
      Much higher _____
      About the same _____
      Much lower _____

10. Staff requirement:

     How many additional staff will be required: _____

     Indicate who will provide the primary instruction and the names of their departments/schools/colleges. Describe any external professional linkages (industry government, etc.) _____

     _____

     _____

11. Will additional equipment be required: No _____   Yes _____

     Approximate cost: _____

     Source of funding: _____

     _____

     _____

12. Will additional library materials be required: No _____   Yes _____

     Approximate cost: _____

     Source of funding: _____

     _____

     _____

13. Will additional space be required: No _____   Yes _____

     Type: _____

     Approximate amount _____

14. If the program requirements contain a named concentration, do you wish for the concentration to be noted on the student's transcript? Please indicate yes or no. This is done on a program basis, not student-by-student.

15. Detailed Description: _____

     _____

     _____

     _____

     _____

16. Are there admissions requirements for this program?:

     Grade or grade-point average requirements and if so in which course(s), portfolio requirement, audition, essay, etc. If there are not admission requirements other than those required by the University policy indicate "none".

     _____

     _____

     _____

17. Type(s) of Change(s):

_____

_____

18. Students who will be affected by the proposed changes: _____

_____

_____

19. Will the proposed change(s) have a negative impact on students?
    No _____   Yes _____
    If yes, which students? _____

    _____

20. Reason(s) for change(s):_____

_____

_____