

**ACADEMIC PROGRAMS:
REQUESTING a NEW DEGREE PROGRAM
(Major, Minor, Specialization, Graduate Certificate)**

Overview

When one or more of the following conditions prevail, a Request for a **New** Academic Degree Program form should be completed under one or more of the following circumstances:

- a. a need for new dollars or a reallocation of unit resources in any one or more of the following areas:
 - (1) new personnel and/or adjustments in the workloads and/or assignments of existing personnel.
 - (2) new or additional space (amount and type) (e.g., 20 laboratory stations).
 - (3) new or additional equipment (amount and type).
 - (4) new or additional library materials.
 - (5) new or additional support units and/or services (e.g., computing facilities).
- b. a need for a new curriculum and/or major code; or for changes in an existing curriculum and/or major code as a result of a new degree, a new major, or a significant change in the nature, emphasis, or duration of a program to accommodate new professional directions and/or a new target audience.

Procedures for Requesting a NEW Academic Degree Program

1. Initiation of the Program Concept by Department and Dean.

The initiation of **new** programs will customarily develop in departments or schools. While the program is in its initial stages of development, the Dean should be consulted relative to its appropriateness. Occasionally programs will be evolved among departments, by colleges, the University Committee on Graduate Studies, or the Office of the Provost, or the University Committee on Curriculum. Such programs will follow this standard procedure.

2. Consultation between the Dean and the Provost or Executive Vice President for Health Sciences.

This consultation will give consideration to the appropriateness and priority of the program in the long-range development of the University. Consultation will occur with the Dean of The Graduate School, Dean of Undergraduate Studies and others as appropriate.

3. Development, Consideration and Approval by the Unit Proposing the Program.

After having received general approval for the development, the instructional unit will develop the specifics of the program.

Submit the Request for a New Academic Program form available at:
<http://www.reg.msu.edu/Forms/FormsMenu.asp>.

Step-by-step instructions for completing this form are available at:
<http://www.reg.msu.edu/Read/UCC/newprograminstructions.pdf>.

4. Consideration and Approval of the Dean(s) and College Curriculum Committee(s).

When the instructional unit has completed its development of the program, it must be submitted for consideration and approval by the College Curriculum Committee and the Dean.

5. University Curriculum and Catalog, Office of the Provost.

Upon receipt, the University Curriculum and Catalog Office routes the request for consultation to the appropriate academic governance committee, i.e. the University Committee on Undergraduate Education (UCUE) for undergraduate programs or the University Committee on Graduate Studies (UCGS) for graduate programs and, as appropriate, the Teacher Education Council (TEC) for teacher certification programs.

6. Approval by the Office of the Provost.

Upon receipt of consultative commentary provided by the University Committee on Undergraduate Education, the University Committee on Graduate Studies, or the Teacher Education Council, the Provost or Executive Vice President for Health Sciences will make a determination about the forwarding of the program request to the University Committee on Curriculum for approval of its curriculum and degree requirements.

7. Approval by the University Committee on Curriculum.

All curricular and degree requirement requests must be approved by the University Committee on Curriculum.

8. Consideration and Approval by the Faculty Senate.

The "Report of the UCC to the Faculty Senate" must be submitted for consideration and approval by the Faculty Senate.

9. Conveyed to President's Council of the State Universities of Michigan.

New curriculum and degree requirements approved by the Academic Council are conveyed by the Provost or Executive Vice President for Health Sciences to the President's Council of the State Universities of Michigan for Statewide Academic Program Review and approval/disapproval.

All liaison with the President's Council concerning academic programs is through the Office of the Provost.

All original Request for a New Academic Program forms are filed in the University Curriculum and Catalog Office. A list of *approved* new requests is available at: <http://www.reg.msu.edu/ucc/whatsnew.asp>.