These ***Request for a New Academic Program*** instructions are to assist departmental, college, and university-level committees and participating units in their review of new and revised curricula. For assistance, contact the: Office of Curriculum and Catalog, 439 Administration Building, 355-8420, *ucc@msu.edu*, *www.reg.msu.edu/ucc/ucc.aspx*

Instructions by Item Number:
1. **Department/School/College** must be the primary administrative unit for the program.
2**.** **Name of Program:**
   The **name** should be compact and convey program content accurately. **Curriculum and Major Codes** will be assigned.
3. **Name of Degree:**
   From the pull down specify Bachelor of Fine Arts, Master of Social Work, Doctor of Veterinary Medicine, etc.
4. **Type of Program:**
   From the pull down check all of the items that apply. For academic program terminology and resource materials, please visit the Curriculum and Catalog website, *www.reg.msu.edu/ucc/ucc.aspx*. For online and hybrid, consider the following definitions: *Online* indicates the program is offered totally online. *Hybrid* indicates a program that blends online instruction with required or scheduled in-person contact, including exams, labs, etc. At least 50% or more of the courses required for the degree or certificate are delivered through online instruction. Text, reading lists, and/or other materials are stipulated.
5**.** **Effective Start Semester:**
   From the pull down indicate when and to which current and prospective students this program will be made available such as majors in the proposed degree program.

6, 7, 8, 9, 10, 11, 12, 13
These items require unit reflection for budget projections and planning. The respective University level committees are primarily concerned with the educational value of the proposal. Approval by these committees does not imply or guarantee approval of budget requests. Budget requests must follow normal administrative channels. If no new financial resources are required, indicate the source of funds or effort. If the request is related to or supported by a grant, provide an explanation. Attach additional pages, if necessary.

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6. **Target student audience for the program:**
   List the primary student audience.
7. **Enrollment:**
   Base these figures on the projected annual average number of all students enrolled in this program.
8. **Source of budget for the program:**
   Select all that apply.
9. **Projected Costs as compared to other programs in unit:**
   From the pull down select which applies. If the projected cost is much higher or lower than other programs in your unit, please explain.
10. **Staff requirement:**
    Who will provide the primary instruction? Describe any external linkages:
    If there are external professional linkages, please explain how they support program quality. Can the program be offered without these linkages?
11. **Will additional equipment be required:**
    Source of funds:
    Select which applies. Equipment includes computer-based and other technological needs.
12. **Will additional library materials be required:**
    Source of funds:
    Select which applies. Library materials include books, journals, audio and visual resources.
13. **Will additional space be required:**
    Amount of space:
    Select which applies. Please indicate if new or renovated, dedicated or multi-purpose, space is needed.

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:**
    a. Background information including the considerations which precipitated the development of the program, and its relationship to similar programs offered at MSU and by other educational institutions. Supply a copy of standards of accrediting agencies and federal regulations related to the request as appropriate.
    b. Rationale for offering the program at MSU.
    c. Rationale for the program being housed in the primary administrative unit.
    d. Educational objectives of the program and their relationship to those of the college and the University.
    e. Faculty who were instrumental in developing the program and faculty who will be responsible for implementing the program (see item 10).
    f. Plan for evaluating the program. Plan for assessing student outcomes. For academic major programs, indicate the learning objectives/goals for students and how outcomes will be assessed . Visit http://www.reg.msu.edu/UCC/assessment.aspx to complete the outcomes assessment form and include with the program submission.
    g. Program description including statement and specific requirements of the program **as they will appear in the University catalog.** Information contained in the catalog represents a University contract with students. **Any deviation from college and University policies must be specifically requested.** For a master's degree program, indicate whether Plan A (thesis) or B (non-thesis) or both will be available.
    h. If the program will be offered in a location other than the main campus in East Lansing, specify the location (s).
    i. List the name and describe any certificate program that is associated with a new or extant degree program.
        – Explain the relationship between the certificate program and a new or extant degree program.
        – If a certificate program is being proposed that is to related to a degree program, please explain how the department/school/college will learn that the supervising faculty have endorsed the potential certificate holders as possessing specified skills or competency levels that render them eligible to receive the certificate and the degree.
    j. Other information that will assist the Provost and the University-level committees in evaluating the request.
16. **Admissions requirements for the program:**
    a. If a minimum grade-point average is required for admission, or if grades in specific courses are required for admission, describe the rationale for this requirement. Why were the specific courses chosen, why was the specific grade-point average chosen? What data are available to evaluate the efficacy of the current requirement?
    b. If the student achieves the minimum grade(s) or grade-point average, will the student be guaranteed admission or considered for admission?
    c. If the response is "considered for admission," what other variables are taken into consideration, how are they weighted, who decides, and why? (e.g., enrollment limits, available clinic sites, etc.).
    d. If your program is accredited, do the accreditation standards affect admissions standards? If so, how?
    e. How does the unit educate prospective students about its requirements and restrictions?
    f. How does the unit currently assist non-qualified students in identifying alternative programs?
    g. Given that admission standards have the potential to restrict access and limit flexibility, why is this change being proposed, what metrics/data were used to make this decision (please provide the data), and why is it important?
    h. Will this change impact the average time to degree? If so, in what way?
    i. How many (and which) current students will be affected by this change?
    j. How will the unit notify current students of changes and how will they be accommodated?
    k. How will this change affect access for transfer students and how will this be accommodated?
    l. How will the unit educate prospective students and feeder institutions (as appropriate) about the new requirements and assist them with alternatives?

17. **Cooperating Department(s)/School(s)/College(s):** Select any departments/schools/colleges that will participate in the offering of any aspect of this program. Your request will automatically route to the head of the selected department/college/unit. If no additional sign-off(s) are needed, select nothing and click the Confirm Cooperating Approvals button below to continue. The selected additional Cooperating Department/School/Colleges will be noted. If this is correct, continue to approval.

The primary administrative unit should approve the *Request for a New Academic Program.* The form will be forwarded to each department and college that may be significantly affected, requesting written reactions (favorable or unfavorable), if selected for additional signoffs and reviews. The department chairperson or dean should approve or disapprove the Request form, along with written reactions, as evidence of the review. These comments should be used by the primary administrative unit in reevaluating the request. Signatures do not signify approval. The signed electronic copy of the Request form and the written reactions of the reviewing administrators will be forwarded to the Office of the Provost, Curriculum and Catalog, 439 Administration Building, to assist the Provost and the University-level committees in rendering a decision. If after two weeks the primary administrative unit receives no response from a unit it has requested signoff and review by, the request will become available for College approval and be forwarded to the Office of the Provost, Curriculum and Catalog, 439 Administration Building.

Note: The University Committee on Curriculum "shall exercise the faculty delegated authority to review and approve or reject all changes in undergraduate courses, curricula, and degree requirements proposed by academic units, and shall have delegated authority to approve or reject changes in graduate and graduate- professional courses, curricula, and degree requirements, recommended by the Graduate Council." (4.5.3, *Bylaws for Academic Governance)*. The curricular changes reviewed by the University Committee on Curriculum are those courses, programs, specializations and certificates that are transcriptable.