Curriculum – Request New Academic Degree Program (with PRC Blueprint)

This form is the first step for a college requesting approval to create a new academic program. See below for more information about what decisions must be made before marketing can begin.

This checklist also applies when requesting new programs with additional budget, an RBI supported program, or one that has an Online Program Manager or Third-Party Servicer.

Part 1: Request New Academic Degree Program

* **College** submits [Request New Academic Degree Program (PRC Blueprint)](https://forms.office.com/r/eG4XFAQsJp) request form.
	+ *Parallel Process:* **College** Curriculum Committee reviews and votes.
	+ ***Parallel Process:* Provost and PRC review form; more information may be requested from the College.**
* **PRC** notifies College that they may proceed with Part 2.

# **Part 2: PROGRAMS Request System Form to Establish a New Academic Program**

* **College** Curriculum Liaisonsubmits PROGRAMS form to request establishment of a new academic program.
* **AACC, via the University Curriculum Administrator, reviews and sends to either the University Committee on Undergraduate Education, the University Committee on Graduate Studies, and/or the Teacher Education Council for review and recommendation.**
* If recommended, **AACC** (via the University Curriculum Administrator) moves the request to the University Committee on Curriculum (first to the appropriate subcommittee, then to the full committee)*.*
* **AACC notifies the Higher Learning Commission.**
* **If approved by both the UCC and HLC, AACC notifies the submitting College and the RO Degree Audit Team.**
* **College is permitted to begin marketing program, using data submitted in PRC Blueprint.**
* **College notifies the Office of Admissions.**
	+ **College must coordinate with the Office of Admissions to prepare for marketing and recruitment.**
	+ **Note for Certificate Programs: If the college is requesting a certificate to be eligible for Title IV, Pell, or other federal financial aid, the college must fill out the** [Certificate Federal Aid Eligibility Request](https://forms.office.com/r/u1TBixwxwf) **form to coordinate with the Office of Financial Aid.**
* **AACC, via UCC, notifies Faculty Senate.**
* **AACC adds new program to Academic Programs Catalog.**
* **The RO adds the new program to the Student Information System.**

## Predicted Milestones in New Curriculum Submissions for Fall 2025

|  |  |  |
| --- | --- | --- |
| **Steps** | **Example 1****Optimal Milestones** | **Example 2****Optimal Milestones** |
| PRC Blueprint Completed | October 2025 | December 2025 |
| College and Committee Review/Approval | October 2025 | December/January 2026 |
| UCUE/UCGS/TEC Review/Approval | November/December 2025 | January/February 2026 |
| UCC Approval | January/February 2025 | April 2026 |
| External Notifications (HLC, ED) | February/March 2026 | April 2026 |
| Marketing and Admissions Notifications | March 2026 | Summer 2026 |
| Program Added to Campus Solutions by RO Degree Audit team | April-July 2026 | May-December 2026 |
| Program Launch | August 2026 | Spring 2027 |

## Glossary

[AACC](https://aacc.msu.edu/) Responsible and coordinating office for HLC approval (Stacia Moroski-Rigney), lead for the Provost Review Committee (Stacia), and University Curriculum Administrator (Joy Davis)

[ED](https://www.ed.gov/) US Department of Education

[EPMO](https://evpa.msu.edu/about/epmo/what-we-do) Enterprise Project Management Office, Executive Vice President of Administration

[FS](https://acadgov.msu.edu/facultysenate) Faculty Senate

[HLC](https://www.hlcommission.org/institution/1346/) Higher Learning Commission, MSU's institutional accrediting agency

[OFA](https://finaid.msu.edu/) Office of Financial Aid

[OOI](https://research.msu.edu/acronyms/ooi) Institutional Research (Organization of Interest) application that is the system of record for all organizations and their org codes, and their placement in the hierarchy of Colleges/MAUs, or VP groupings

[OPM](https://ctli.lib.msu.edu/opm) Online Program Manager

PRC The new Provost Review Committee is a standing group of experts in their areas of budget, CIP Codes, International Education, Professional Licensure, Financial Aid, and others who review submitted applications to the UCC+ Processes Intake Form to prevent unfunded, duplicative, inaccurate, and/or non-compliant applications from reaching the UCC

[RBI](https://finance.msu.edu/financial-strategy) Revenue-based Initiative

[RO](https://reg.msu.edu/) Office of the Registrar

[SIS](https://student.msu.edu/splash.html) Student Information System

[TEC](https://education.msu.edu/te/) The Teacher Education Council reviews curriculum related to teacher certification

TPS Third Party Servicers

[UCGS](https://acadgov.msu.edu/UCGS) The University Committee on Graduate Studies has authority on grading policy for graduate and graduate-professional students. The committee reviews changes in graduate and professional academic programs and recommends approval or rejection to the University Committee on Curriculum.

[UCUE](https://acadgov.msu.edu/ucue) The University Committee on Undergraduate Education exercises the faculty’s delegated authority on all changes in undergraduate academic programs proposed by academic units and recommends their approval or rejection to the University Committee on Curriculum.