Curriculum Part 1: Submit New Program Accrediting Agency

This document is designed to assist colleges in preparing to complete the [Submit New Program Accrediting Agency](https://forms.office.com/r/GDbVQnKugT) form. Submissions must be made using the Microsoft form to be reviewed by the Office of Accreditation, Assessment, Curriculum, and Compliance.

# Basic Information

1. Your Name:

2. Your MSU Email:

3. Name of Plan/Department/School/College?

4. Level(s) impacted (undergraduate, graduate, professional):

5. Classification of Instructional Programs (CIP Codes)-- <https://ir.msu.edu/resources/cip/cip-search>

6. Modality:

* In-Person
* Hybrid - indicates a program that blends online instruction with required or scheduled in-person contact, including examinations, laboratories, 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
* Online - indicates the program is offered totally online. Texts, reading lists, proctored examinations and/or other non-instructional experiences may be required as stipulated.

7. What is the accreditation status of the program/department/college (select one):

* Not currently accredited
* Currently accredited by another accreditor in good standing
* Currently accredited by another accreditor in conditional standing

8. If currently accredited, state the name of the current accrediting agency:

9. What institutional resources (staff, systems, data) are needed for the new accreditation?

10. Are facilities and space required? If yes, how will this be addressed?

11. What is the rationale for seeking new accreditation? Please explain goals for pursuing this accreditation and internal/external drivers for this decision.

12. Will this require coordination with other university units (e.g., Registrar, Financial Aid, others)?

* Yes
* No

13. Will other colleges or programs/departments/colleges be affected?

* Yes
* No

14. Has approval been secured from the dean and/or chair?

* Yes
* No

# Intended Agency Information

15. Name of the intended accrediting agency:

16. Website of the intended accrediting agency:

17. By whom is the intended accrediting agency recognized? Select all that apply.

* U.S. Department of Education
* Council for Higher Education Accreditation
* Other

# Timing, Academic, and Financial Implications

18. Anticipated start date of the application process:

19. Target date for receiving the accreditation decision:

20. Expected dates of site visits or major deadlines:

21. Will there be implications for student financial aid eligibility?

* Yes
* No

22. Will this impact curriculum or credit hour requirements?

* Yes
* No

23. Please outline any required fees or estimated costs.