Curriculum Part 1: Request New Academic Degree Program (with PRC Blueprint)

This document is designed to assist colleges in preparing to complete the [Request New Academic Degree Program (with PRC Blueprint)](https://forms.office.com/r/eG4XFAQsJp) form. Submissions must be made using the Microsoft form to be reviewed by the Provost Review Committee.

# Basic Information

1. Your Name:

2. Your MSU Email:

3. Name of Responsible College Faculty/Staff Member:

4. MSU Email of Responsible College Faculty/Staff Member:

5. Name of Department/School and College:

6. Name of Proposed Program:

7. Current Curriculum and Plan Code(s):

8. Type of Degree: Please write the full name of degree type and abbreviation ex. “Masters of Professional Writing, (M.P.W.)”

9. 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.

10. Describe modality selected:

11. Requested Start Semester:

12. Anticipated enrollment in year 1, year 5, and year 10. For each year, please identify a) target student audience for the program, b) what is the expected enrollment year, and c) what is the minimum enrollment that is acceptable.

# Budget

13. Source of budget for the program:

* Internal reallocation
* College reallocation
* New funds
* Revenue-Based Initiative (RBI)- Checking this box confirms that you've met with Center for Teaching and Learning Innovation (CTLI) and filled out the appropriate documentation.

14. Explain source of budget selected in detail.

15. Market analysis with data-informed insight attached here.

16. Please check all that are included in the attachment above.

* the program's competitive landscape
* labor market demand and long-term growth projections
* employment and skills gaps by location, industry/occupation, field, and company
* new degree-to-employment pipelines
* building relationships with employers
* ensuring your program's curriculum aligns with in-demand skills in relevant industries
* alumni support

17. Projected costs as compared to other programs in unit.

18. Is this program meant to generate revenue for the program/department/college? If yes, how much revenue do you project in each of the first 3 years of the program?

19. Name of responsible college/school/program budget officer.

20. Responsible budget officer MSU email address:

21. The responsible budget officer has signed off on this request with the information above.

* Yes
* No

22. I would like to request a meeting with a budget representative from the Provost’s Office.

* Yes
* Not at this time

23. Faculty requirement: How many additional FTE faculty will be required?

24. Explain additional faculty requirement requested in detail.

25. Staff requirement: How many additional FTE staff will be required?

26. Explain additional staff requirement requested in detail.

27. How many new programs have begun in your department and/or program area in the last three years?

28. Will current or new program faculty and staff require alternative credentialing? CTLI and Information Technology (IT) and Procurement?

29. Will additional Online Program Manager's (OPMs) or Third Party Services (TPS) be required?

* Yes
* No

30. What is the approximate cost?

31. What is the source of funding?

32. Does this new program require intellectual property accommodation?

33. Library: Will additional resources be required?

* Yes
* No

34. Library: What is the approximate cost?

35. Library: What is the source of funding?

36. Infrastructure, Planning and Facilities (IPF): Will additional resources or materials be required?

* Yes
* No

37. IPF: What is the approximate cost?

38. IPF: What is the source of funding?

39. Institutional Space, Planning and Management (ISPM): Will additional space be required?

* Yes
* No

40. Institutional Space, Planning and Management (ISPM): Please explain additional space required.

41. Office of the Registrar (RO): If the program requirements contain a named subplan/concentration/pathway that your unit wishes to be noted on student transcripts, state the description. Note: The decision to notate the subplan/concentration/pathway must be made at the programmatic level, not on a student-by-student basis.

42. Admissions: Describe any unique admissions requirements for the program, if applicable. These might include 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”.

43. Admissions: Indicate all semesters the program will be offered

* Fall
* Spring
* Summer

44. Admissions: For Grad Programs Only: What semester(s) may applications be submitted?

* Fall
* Spring
* Summer

45. Office of International Students and Scholars (OISS): Will the program be offered at a site other than East Lansing main campus, MSU Detroit Center, MSU Clinton Township site, or MSU Grand Rapids campus? If yes, state the proposed site. If no, enter "no".

46. First year of proposed participation in Academic Program Review (Undergraduate Academic Program Review (UGAPR) or Sponsored Programs Admissions (SPA)? e.g., 2026-2027, 2027-2028, 2028-2029, 2029-2030

47. Is the program part of a programmatic accreditation?

* Yes
* No

48. Please list programmatic accrediting agency(ies).

49. If undergraduate, which Undergraduate Learning Goals does the program intend to meet?

50. List Program Learning Outcomes here.

51. Bachelor's Degrees Only: Upload the proposed program's four-year degree map, that is, a semester-by-semester courses guide for students to complete the program within four years. The degree map should include all of the following: major requirements, university requirements, college requirements, graduation requirements, electives, and any experiential requirements.

# Compliance

52. Is the program designed to meet any Higher Learning Commission (HLC) education requirements (see <https://www.hlcommission.org/accreditation/policies/>)

* Yes
* No

53. Is this program designed to meet the educational requirements for professional licensure or certification for the state of Michigan?

* Yes, it meets the educational requirements
* No, it does not meet the educational requirement

54. Please list the license, exam, career, and/or profession.

55. Is this program designed to meet educational requirements for professional licensure or certification outside of the state of Michigan?

* Yes, it meets the educational requirement
* No, it does not meet the educational requirement

56. In which states is the program designed to meet the educational requirements for professional licensure or certification?

57. How have you determined that the new program meets the educational requirements for licensure for the states outside of Michigan (that you listed above)?

58. Select all applicable distance learning components of the program that occur at a facility or site where the student is required to be physically present for face-to-face instruction outside of the state of Michigan:

* Onsite coursework
* Field experience or study away
* Student teaching
* Research, practicum, or internship requirement
* Other
* None

59. Will this program include travel and/or international travel opportunities for students?

* Yes
* No

60. Number of students you anticipate traveling each semester:

61. Describe the estimate based upon total per program and per course.

62. Where will the students travel (state and/or country)?

63. I understand that if a new graduate program begins in the summer, students requesting financial aid will need to fill out the Free Application for Federal Student Aid (FAFSA) for the previous academic year and the following academic year.

* Yes
* No

64. Proposed Classification of Instructional Program (CIP code) for new program: To determine: 1) Visit <https://ir.msu.edu/resources/cip/cip-search> to review your current programmatic CIP codes with Institutional Research, and then 2) visit <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55> to confirm your intended CIP Code.

65. Does MSU currently use the first two or first four digits of the proposed CIP code for any programs?

66. Will the proposed program replace a program currently offered with the same CIP code?

67. Semester/term the proposed program or changes will go into effect:

68. How many credit hours are required for this program?

69. Is this a technical program or a certificate? (The Office of Financial Aid will review for "clock hour" designation.)

* Yes
* No
* Unknown

70. Academic calendar request (Full semester, eight weeks, summer, etc...)

71. Non-Credit: Disapproval/End Date

72. For Type 3 Certificates: I have branding approval from University Communications and Marketing (UCAM)

* Yes
* No
* I would like to schedule a meeting with UCAM

73. Will the proposed change(s) have a negative impact on any students--current, past, or future?

* Yes
* No

74. Students who will be affected by the proposed changes:

75. If "Yes" provided for previous questions, how would they be affected?

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

77. Reason(s) for change(s). Please explain in detail.

78. Are you requesting a special tuition rate for this proposed program? If yes, please explain your request in detail.

79. As a result of proposing this program, will any other program(s) be sunset?

* Yes
* No