College of Education
New Program Approval & Creation Process Guide

The purpose of this document is to provide a comprehensive resource to guide the proposal and creation a new academic program in MSU's College of Education. "Academic program" includes all academic majors, minors, credit-bearing certificates, and credit-bearing specializations at the undergraduate and graduate level.

Specifically, this document identifies:

- The main stages of this process and steps within those stages;
- The involved parties at each stage;
- Action steps and meetings for programs/departments (highlighted in green);
- The communications various parties can expect; and,
- Links to documents that are useful in a particular step of the process (e.g. required forms, schedules of meetings, etc.).

Action items for programs are highlighted in green throughout.

Additionally, **the College requests that each new program identify 1-2 designated faculty program advocates** who will serve as a point person/people and be involved throughout program proposal, creation, and launch when program representation is needed.

Process at a Glance

Section numbers (I.A, I.B, …) match the sections of this guide. Stages V–VIII are still being built out.

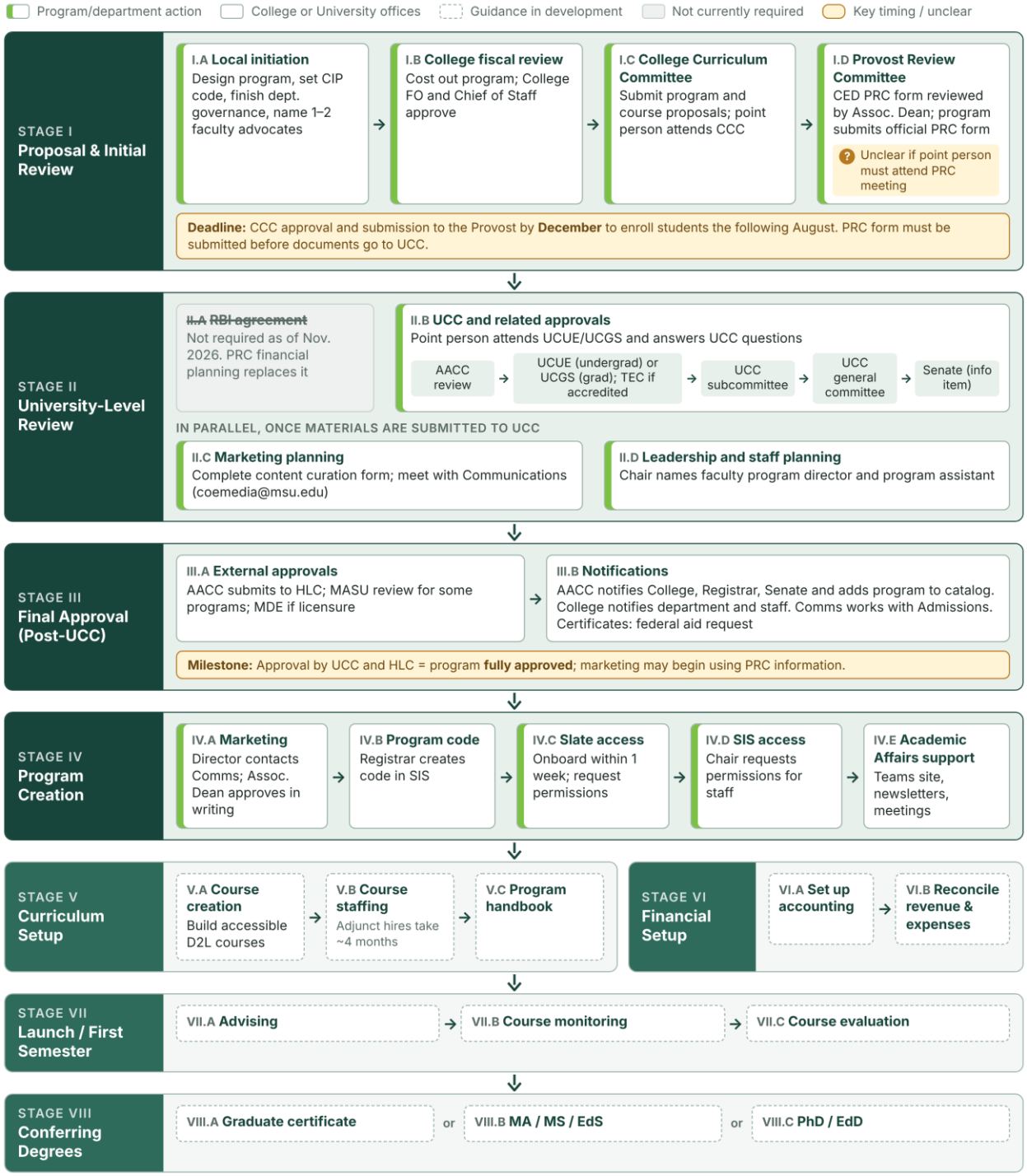


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I. Proposal and Initial Review Stage

I.A. Local-Level Program Initiation

Type of work

Governance

Who is involved

Program faculty

What is involved

Identify a need, work together to create an academic program responsive to that need, identify staffing plan/ proposal for the new academic program.

Determine Classification of Instructional Program (CIP) Code and be aware of restrictions for various codes.

Complete any program/ departmental governance processes before submitting new program forms to CCC.

Designate 1-2 faculty program advocates to serve as point person/people throughout the entire process.

Links to resources and notes about timing

CIP Code List, CIP = Classification of Instructional Programs

I.B. College Fiscal Review

Type of work

Fiscal sustainability analysis

Who is involved

Department chair, department fiscal officer, program director, program point person/people

College budget and finance

What is involved

Before curricular documents are submitted to the College Curriculum Committee (CCC), the department must submit a financial plan for the new program to the college fiscal officer (Michelle Beavers). Specifically:

1) All parties first meet to review relevant templates, current college/departmental policies, and an example.

2) Department chair, fiscal officer, and program director cost-out the program. (College fiscal officer is available to support this work, if desired.)

3) The costing-out proposal is presented to the College fiscal officer for discussion; it contains information required by the PRC form. The College may ask for further revision, approve the proposal, or reject the proposal. Once the College fiscal officer approves, the form will be shared with the Chief of Staff for approval.

If the program has accreditation (or similar) costs, those costs should be shared with the College's Director of Educator Preparation and Accreditation at this point.

Links to resources and notes about timing

The Office of the Dean can provide a template for costing out a program; contact Michelle Beavers or Tawnya McKinzie who will provide this as well as instruction about how to approach it.

If program costing out changes at any point during the approval process, the department has an obligation to update the College fiscal officer with this information.

Note: The College fiscal officer and Chief of Staff also must sign off on the Provost Review Committee form (later step) before it is submitted to the University.

I.C. College-Level Curricular Governance (CCC, College Curriculum Committee)

Type of work

Governance

Who is involved

Program faculty/ lead/ staff

Academic Affairs & CCC

What is involved

Program completes and submits new academic program proposal and all relevant new course proposals to Academic Affairs (Carrie Oney).

Documents are submitted to the College Curriculum Committee (CCC) for review, debate, and action.

A new program point person must attend the CCC meeting to answer questions. CCC meets monthly during the academic year, and always online.

Links to resources and notes about timing

New/modify a course and program forms are available on the EDUC College Curriculum Committee SharePoint site or by contacting Academic Affairs (Carrie Oney).

Schedule of CCC meetings and submission dates is available here.

Note: new programs must be approved by CCC and submitted to the Provost by December to enroll students the following August.

I.D. University-Level Fiscal and Regulatory Review

Type of work

Fiscal + Regulatory Compliance

Who is involved

Program point person/people

Associate Dean for Academic and Student Affairs

Department FO

College FO

What is involved

The Provost Review Committee (PRC, created in fall 2025) exists to ensure new programs are fiscally sustainable, comply with various regulatory regimes, and that all relevant offices/ platforms on campus are aware of a new program. It reviews the new PRC form, which must be completed by the program/department and also signed by the college FO.

The Office of Academic and Student Affairs created this PRC Form that includes helpful information. This CED PRC Form should be sent to the Associate Dean for Academic & Student Affairs (Kristine Bowman and Carrie Oney) for an accuracy/ completeness review **before** submitting the official PRC form to the AACC.

Note: the official PRC form is submitted via Microsoft Forms and entered by the program.

Links to resources and notes about timing

It is unclear whether the faculty program point person will be required to attend the PRC meeting. (In spring 2026, the PRC invited program directors and associate deans to their meeting; in fall 2026, the PRC met privately and sent an email message to the program director requesting additional information.)

Note: The PRC form must be submitted to the Provost's Office before curriculum documents can be submitted to the UCC.

II. University-Level Review Stage (UCC, etc.)

II.A. University-Level RBI (Revenue-Based Initiative Agreement)

As of November 2026, no programs are required to submit an RBI agreement.

Instead, under the new budget model, all master's programs will be treated, financially, like the university has treated revenue-based initiatives in the past. That is, a portion of the tuition revenue from all master's programs—whether in person, hybrid, or online—will be returned to the College in which the program sits. Each College then decides what to do with that revenue. The College of Education has not yet made decisions about whether/ how this revenue will be divided once it reaches the College.

Additionally, the program financial planning that is part of the PRC will substitute for the program financial planning that used to be required in the RBI agreement.

II.B. UCC and Related Approvals

Type of work

Curriculum governance

Who is involved

Office of Assessment, Accreditation, Curriculum, and Compliance (AACC)

University Committee on Undergraduate Education (UCUE, pronounced "UQ")

University Committee on Graduate Studies (UCGS)

Teacher Education Committee (TEC)

University Curriculum Committee (UCC) subcommittee & general committee

Program point person

What is involved

The College prepares and submits new program proposal and related courses to AACC. Then: 1) Documents are reviewed by AACC and AACC contacts the college with any ministerial changes (for example, the total number of credits doesn't match the credits earned in the courses listed).

The documents are then 2) scheduled for review by UCUE (undergraduate program) or UCGS (graduate program). The Associate Dean will be informed when the new program is on the agenda and will inform the point person, who must attend UCUE or UCGS to answer any questions about the program. Any programs that are part of CAEP/ AAQEP accreditation also will be sent to the Teacher Education Council (TEC) for review.

Then, documents are 3) sent to a UCC subcommittee for thorough review. The College UCC representative may ask the point person to attend the meeting and/or to answer questions about the program ahead of time. After approval by the UCC subcommittee, the proposal moves to 4) the UCC general committee for approval. The point person does not need to attend the UCC general committee meeting.

Finally, 5) a list of UCC-approved new programs and courses is provided as an information item to University Senate.

Links to resources and notes about timing

Program lead or designee is required to attend the University Committee on Undergraduate Education (UCUE) or University Committee on Graduate Education (UCGS) to answer questions.

II.C. Marketing Planning

Type of work

Student recruitment

Who is involved

Program point person/people

College & university staff

What is involved

Once materials have been submitted to UCC, the program point person/people may contact the Communications team to arrange meeting to broadly discuss marketing needs, including but not limited to website presence, Slate marketing efforts (if applicable) and announcement/marketing. As much advance notice as possible; prospective students often require substantive lead time to learn about and consider a program before they're ready to apply. Reach out at coemedia@msu.edu.

CTLI's (Center for Teaching and Leaning Innovation) OPDM (Online Programs Development and Marketing) Team manages online.msu.edu and is also available to provide marketing support.

The OPDM team will automatically create a profile for the new program on online.msu.edu and it can go live as soon as there is an application link in Slate. Contact Kaitlin Andary in CTLI OPDM for more information.

In addition, the Communications team must be included in conversations/proposals with external advertising vendors to align with efforts.

Links to resources and notes about timing

Complete the **New Academic Program Content Curation form** *at least* 3 business days before meeting with the Comms team. Follow-up meetings may be necessary.

II.D. Program Leadership and Staff Planning

Type of work

Human resources

Who is involved

Department chair/associate chair

Department fiscal officer

New program director

New program assistant

What is involved

The department chair/ associate chair should identify the new program's faculty program director and graduate program assistant.

Links to resources and notes about timing

III. Final Approval Stage (Post-UCC)

III.A. External-to-MSU Approvals

Type of work

Regulatory compliance

Who is involved

MSU AACC

Higher Learning Commission (HLC)

Michigan Association of State Universities (MASU)

What is involved

MSU submits all new programs to MSU's accreditor, HLC, and some new programs to MASU so that other colleges and universities with similar programs may review and comment on new programs. (MASU's review is a pro forma review.)

Additionally, if a program leads to educator licensure or certification, MSU submits new programs to MDE for approval.

Links to resources and notes about timing

Note: When a program is approved by the UCC and HLC (Higher Learning Commission), which happens in the next stage, it is considered fully approved and the program/College may begin marketing using information submitted in PRC form.

III.B. Notifications of New Program Creation

Type of work

Communication

Who is involved

AACC

Registrar's Office

College Academic and Student Affairs

Department chair/ associate chairperson

Department fiscal officer

New program director

New program assistant

College fiscal officer

College chief of staff

College Communications

University Admissions

University Financial Aid

What is involved

Upon official approval by UCC and HLC, the following steps will occur:

- AACC notifies the College and the Registrar's Office
- The College notifies the department, new program director, new program assistant, the College fiscal officer, Chief of Staff, and College Communications director
- College Communications notifies Admissions and works with Admissions on marketing and recruitment. If the program chooses to pursue advertising efforts outside the Communications team, the Program Director must notify the Communications Director to align efforts.
- If the program is a credit-bearing certificate College Academic and Student Affairs will submit the Certificate Federal Aid Eligibility Request to University Financial Aid.
- AACC notifies University Senate of the approval.

  AACC adds the new program to the Academic Catalog.

Links to resources and notes about timing

[The College needs to learn more about/ plan for how all of these steps will occur.]

IV. After Approval, Program Creation Stage

IV.A. Marketing

Type of work

Student recruitment

Who is involved

New program director

College Communications

Associate Dean for Academic and Student Affairs

University resources including CTLI OPDM Team

What is involved

The program director should contact the College Communications team to implement the plans initiated earlier. The Comms team requires written approval from the Associate Dean for Academic and Student Affairs to advance new programming, including degree-granting programs and certificates.

Links to resources and notes about timing

Reach out as soon as the program is fully approved to strategize and plan formal launch.

IV.B. Program Code Creation

Type of work

MSU internal systems

Who is involved

Registrar's Office

College Academic and Student Affairs

Department chair/associate chair

New program director

New program assistant

What is involved

The Registrar's Office adds the new program to the SIS/ Campus Solutions, creates the program code, and informs College Academic and Student Affairs via a monthly email, which informs the department and program.

Links to resources and notes about timing

IV.C. Slate Access

Type of work

MSU internal systems

Who is involved

MSU Slate Team

Registrar's Office

Office of Academic and Student Affairs

Department chair/associate chair

New program director

New program assistant

What is involved

Once approved by Governance, the MSU Slate team will receive notification from the Registrar's Office that the plan code has been created. The Slate team notifies the Office

of Academic and Student Affairs that the new program has one week to be onboarded. Academic and Student Affairs will contact the program so they can complete onboarding within one week. Marketing planning and implementation can begin here; not before due to technical limitations.

The program (via the department chair/associate chair) will request Slate permissions for individuals who will be involved in administering the program. Submit this information to Carrie Oney or Dave Dai.

Links to resources and notes about timing

IV.D. SIS/Campus Solutions Access

Type of work

MSU internal systems

Who is involved

Department chair/associate chair

New program director

New program assistant

Goals of this step

The program (via the department chair/associate chair) will request SIS permissions for the new program director, the new program assistant, and any other individuals who will be involved in administering the program (e.g. advisors for master's programs). Submit this information to Carrie Oney.

Links to resources and notes about timing

IV.E. College Academic Affairs Support and Communications

Type of work

Communications

Who is involved

Academic and Student Affairs

New program director

New program assistant

What is involved

The Office of Academic and Student Affairs will add the new program's director, advisor(s), and program assistant to the CED Academic Programs Teams site and any necessary channels, which are used for communications with programs including soliciting feedback.

Grad program leaders and staff will be automatically subscribed to the weekly newsletter for grad students (*GradLink*), invited to annual Grad Programs Kickoff in August

as well as intermittent, topic-based meetings, and receive communications from Academic Affairs about college and university policies or changes relevant to their program.

Links to resources and notes about timing

The remainder of this document is mostly an outline. We welcome volunteers to help us build this out.

V. Bringing the New Program into Existence (Curriculum Focus)

V.A. Course Creation

Type of work

Who is involved

What is involved

Create courses in D2L for students to take in the program. Ensure they are fully accessible.

Links to resources and notes about timing

CTLI (course development)

Amanda Flores (accessibility)

V.B. Course Staffing

Type of work

Who is involved

Program director

College HR

What is involved

Ensure you know who is teaching the courses for the program. If you need to hire an adjunct(s) plan on this taking 4 months

Links to resources and notes about timing

V.C. Program Handbook

Type of work

Who is involved

What is involved

Create and maintain a current program handbook for students, to address program requirements and key resources

Links to resources and notes about timing

Here is where you can find the template from the Graduate School: https://grad.msu.edu/faculty-and-staff-resources/gpds-and-gpas (in the accordion menu, click on "templates")

VI. Bringing the New Program into Existence (Financial Focus)

VI.A. Setting up Accounting to Track Program Costs and Revenues

Type of work

Who is involved

What is involved

Links to resources and notes about timing

VI.A. Reconciling Revenues and Expenses

Type of work

Who is involved

What is involved

Links to resources and notes about timing

VII. Program Launch/ First Semester

VII.A. Advising

Type of work

Who is involved

What is involved

Links to resources and notes about timing

VII.B. Course Monitoring

Type of work

Who is involved

What is involved

Links to resources and notes about timing

VII.C. Course Evaluation

Type of work

Who is involved

What is involved

Links to resources and notes about timing

VIII. Conferring Degrees

VIII.A. Conferral of Graduate Certificate

Type of work

Who is involved

What is involved

Links to resources and notes about timing

VIII.B. Conferral of MA/MS/EdS

Type of work

Who is involved

What is involved

Links to resources and notes about timing

VIII.C. Conferral of PhD/EdD

Type of work

Who is involved

What is involved

Links to resources and notes about timing