These Request for Changes in an Academic Program instructions have been updated 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, 176 Administration Building, 355-8420, ucc@msu.edu, www.reg.msu.edu/ucc/policies.asp

Instructions by Item Number:
1. **Department/School/College** must be the primary administrative unit for the program.
2. Include the **program name** and the **degree name** listed in or approved by Academic Council for the current catalog. For example, specify Bachelor of Fine Arts, Master of Social Work, Doctor of Veterinary Medicine, etc. For a master’s degree program, indicate if Plan A and/or Plan B are available. List current curriculum and major **codes**. (Check SIS, Student Information System, for codes) Check or complete all of the items that apply. List any **departments/schools/colleges** that participate in the offering of any aspect of this program. For academic program terminology and resource materials, please visit the Curriculum and Catalog website, www.reg.msu.edu/ucc/policies.asp
3. **Type(s) of Change(s)**: Include the type of change that is being requested [e.g., a change in a college or departmental requirements, a required cognate or certificate program, the number of credits required for the program, the distribution of credits in the program (e.g., the number of required vs. elective credits), the specific courses required for the program, and the requirements for admission as a junior], as well as the specific changes that are being requested. Using the Academic Programs as a base, the request should be submitted as an amendment to the catalog. A summary sheet showing the existing and proposed requirements side by side should be provided as appropriate.
4. Consult the document “Discontinuation of Academic Majors or Degree Programs: Criteria and Procedures” for guidelines.
5. Indicate which current and prospective students will be affected by the proposed change such as students in the degree program. Check past class lists for affected students and their majors.
6. Indicate how long it will take to accommodate any students who will be negatively affected. Provide a time table (no new admissions, granting of degrees, etc.)
7. **Attachments**: Explain the academic rationale behind the proposed change. Please address as many of the following items as apply. This information related to the program must be attached to the form. Electronic attachments should be sent to ucc@msu.edu.
   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 changing 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 changing the program and their rationale for changing the program. (See Item 10)
   f. **Expected enrollment per year averaged over the next five years.**
   g. 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. If these plans have not been submitted in the past, submit them with this request.
   h. **Program description including statement and specific requirements of the program as they will appear in the University catalog**. Provide edited text on single-column copy from Academic Programs. If you need paper copy, please contact the Office of Curriculum and Catalog, 176 Administration Building. Information contained in the catalog represents a University contract with students. **Any deviation from college and University policies must be specifically requested.**
   i. If the program will be offered in a location other than the main campus in East Lansing, specify the location (s).
   j. List the name and describe any certificate program that is associated with this degree program. **- Explain the relationship between the certificate program and this degree program.**
   i. If a certificate program is being changed that is 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.
   k. Other information that will assist the Provost and the University-level committees in evaluating the request.

8, 9, 10, 11, 12, 13, 14, 15.
These lines 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.**

8. Check as many as apply.
9. If the projected cost is much higher or lower than other programs in your unit, please explain.
10. If there are external professional linkages, please explain how they support program quality. Can the program be offered without these linkages?
11. Equipment includes computer-based and other technological needs.
12. Library materials include books, journals, audio and visual resources.
13. Indicate if new or renovated, dedicated or multi-purpose, space is needed.
14. **Attach the information requested in Instruction 7.**
15. A signature must appear on each of the first three lines. An interdepartmental program requires these same signatures from all of the cooperating units. **(Typed name should appear with the signature.)**
16. The primary administrative unit should forward a copy of the Request for Changes in an Academic Program form with attachments to each department and college that may be significantly affected, requesting written reactions (favorable or unfavorable). Units requesting an Honors program must include the Director of the Honors College among those persons who review the request. The department chairperson or dean should sign the copy of the Request form and return it to the primary administrative unit, 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 copies of the Request form and the written reactions of the reviewing administrators must be forwarded to the Office of the Provost, Curriculum and Catalog, 176 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 contacted, it may forward the request to the Office of the Provost, Curriculum and Catalog, 176 Administration Building, along with written evidence that the other unit was contacted. **Attach additional pages if necessary.** **(Typed name should appear with the signature.)**

If new courses are included in the program or if courses are being changed or dropped in relation to this program, Course Request forms must be submitted electronically, by an authorized user, during the same time period as this request.

**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.

December 2003