These Request for a New 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/ucc.asp

Instructions by Item Number:

1. **Department/School/College** must be the primary administrative unit for the program.

2. The **name** should be compact and convey program content accurately. **Curriculum and Major Codes** will be assigned.

3. List any departments/schools/colleges that will participate in the offering of any aspect of this program.

4. Specify Bachelor of Fine Arts, Master of Social Work, Doctor of Veterinary Medicine, etc. For a master’s degree program, indicate whether Plan A (thesis) or B (non-thesis) or both will be available.

5. Check or complete all of the items that apply. For academic program terminology and resource materials, please visit the Curriculum and Catalog website, www.reg.msu.edu/ucc/policies.asp

6. Indicate when and to which current and prospective students this program will be made available such as majors in the proposed degree program.

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7. List the **primary** student audience.

8. Base these figures on the projected annual average number of all students enrolled in this program.

9. Check as many as apply.

10. If the projected cost is much higher or lower than other programs in your unit, please explain.

11. If there are external professional linkages, please explain how they support program quality. Can the program be offered without these linkages?

12. Equipment includes computer-based and other technological needs.

13. Library materials include books, journals, audio and visual resources.

14. Please indicate if new or renovated, dedicated or multi-purpose, space is needed.

15. **Attachments.** The following information related to the program must be attached to the form and e-mailed 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 offering 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 developing the program and faculty who will be responsible for implementing the program (see item 11).

   f. 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.

   g. Program description including statement and specific requirements of the program as they will appear in the University catalog. Information contained in the catalog represents a University contract with students. **Any deviation from college and University policies must be specifically requested.**

   h. If the program will be offered in a location other than the main campus in East Lansing, specify the location(s).

   i. List the name and describe any certificate program that is associated with a new or extant degree program.

      - Explain the relationship between the certificate program and a new or extant degree program.

      - If a certificate program is being proposed that is to 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.

   j. Other information that will assist the Provost and the University-level committees in evaluating the request.

16. A signature must appear on each of the first three lines. An interdepartmental program requires these same signatures from all of the cooperating units. Attach additional pages if necessary. **(Typed name should appear with the signature.)**

17. The primary administrative unit should forward a copy of the Request for a New 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 reviewing 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.

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**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.” (4.3.3, 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