ACADEMIC PROGRAM SUBMISSION CYCLE

All academic program requests for new or changed programs and for moratoria or discontinuations are submitted via the Office of the Registrar Online Forms menu to University Curriculum and Catalog, Office of the Registrar, http://www.reg.msu.edu/ucc/ucc.asp. Guidelines and procedures are located at: http://www.reg.msu.edu/ucc/guidelines.asp

For a spring effective date, colleges must submit program requests to University Curriculum and Catalog, Office of the Registrar, 176 Administration, by September 1st.

- New programs that fit the Statewide Academic Program Review definition must be submitted by the preceding January 1st to be effective the following spring semester.
- If consultation and action require additional time, a spring effective date may not be possible although the request was received by September 1st.

For a fall effective date and availability for annual enrollment, colleges must submit program requests to University Curriculum and Catalog, Office of the Registrar, 176 Administration, by January 1st.

- Annual enrollment begins in late March.
- If consultation and action require additional time, a fall effective date may not be possible although the request was received by January 1st.

Statewide Academic Program Review

The Presidents Council of State Universities of Michigan (PCSUM) provides us with an opportunity to review academic programs initiated by other institutions. It requires Michigan State University to submit new programs for review by other institutions and spin-off and phased-out programs as information.

- The Office of the Provost determines which programs must be sent to Statewide Academic Program Review. Programs submitted on Michigan State University program request forms to University Curriculum and Catalog may seem new. But, if they do not fit the Statewide Academic Program Review criteria, they will not need to be forwarded for Statewide Academic Program Review.

- Criteria used to determine if a program will be submitted for Statewide Academic Program Review are in the document, Presidents Council Policy and Procedures for Reviewing Academic Program Proposals, http://www.reg.msu.edu/read/UCC/saprpolicy.pdf

- New programs that fit the Statewide Academic Program Review criteria must be approved by Statewide Academic Program Review before the initial effective semester of offering at Michigan State University.

- These program requests must be submitted to University Curriculum and Catalog by the preceding January 1st to be effective the following spring semester.