



# Academic Programs – Additions, Changes, Deletions

## College of Agriculture and Natural Resources Guidelines

### Background information:

1. More information and instructions are available on the Registrar's Office website at <https://reg.msu.edu/ucc/guidelines.aspx>.
2. The term, academic programs, includes majors, specializations, minors, options, concentrations, etc. Definitions may be found at <http://www.reg.msu.edu/Read/UCC/terminology.pdf>
3. All academic program requests for new or changed programs and for moratoria or discontinuations are submitted to University Curriculum and Catalog using the [Office of the Registrar \(RO\) Online Forms Menu](https://reg.msu.edu/Forms/FormsMenu.aspx) (<https://reg.msu.edu/Forms/FormsMenu.aspx>).
4. Curricular changes may be effective for any semester – fall, spring, or summer session.
5. The average number of months it takes for academic program requests to be approved are listed below.
  - a. New: 4.5 months
  - b. Changes: 2.5 months
  - c. Moratoria: 2.0 months
  - d. Deletions: 3.5 months
6. For a spring or summer session effective date, colleges must submit program requests to University Curriculum and Catalog by **September 1**.
7. For a fall effective date and availability for annual enrollment, colleges must submit program requests to University Curriculum and Catalog by **January 1**.
8. When planning an effective date, the following questions should be considered:
  - a. Does the request have funding implications? If so, the request requires unit reflection for budget projections and planning, and must follow normal administrative channels.
  - b. Are there any academic policy implications?
  - c. Does the request involve teacher certification?
  - d. Are approvals/signoffs required?
  - e. If submitting a new academic program, is Statewide Academic Program Review required? *Note:* the Office of the Provost is required to submit materials to the President's Council Office six weeks prior to the meeting

at which the proposal is considered; the Academic Affairs Officers Committee meets four times a year.

9. See the [Path of Academic Programs Requests Diagram](https://reg.msu.edu/read/UCC/Path.pdf) (<https://reg.msu.edu/read/UCC/Path.pdf>) below for more information.


#### College Process:

1. Plan your new program or program changes by working with departmental faculty and committees, department chair, college associate dean and any other affected units (departments and/or colleges) that may have an interest or conflict with the proposed changes. Communicating with affected units in advance will make the approval process much easier.
2. Access the Registrar's Office [online form system](https://reg.msu.edu/Forms/FormsMenu.aspx) (<https://reg.msu.edu/Forms/FormsMenu.aspx>).
3. Click on [Academic Programs](https://reg.msu.edu/Forms/AcademicPrograms/ProgramsMenu.aspx) (<https://reg.msu.edu/Forms/AcademicPrograms/ProgramsMenu.aspx>).
4. Add or make changes to the appropriate program, completing all required sections. See the [Instructions page](https://reg.msu.edu/Forms/AcademicPrograms/ProgramInstructions.aspx) (<https://reg.msu.edu/Forms/AcademicPrograms/ProgramInstructions.aspx>) on the Registrar's Office website (see link on page 4) or the additional help section below for line by line instructions. Please note:
  - **Please underline** any NEW text being added. Please ~~strikethrough~~ any OLD text being deleted. This will assist the University staff in determining what needs to be changed in the online presentation of the program.
  - After completing a page of the form, advancing to any other page will save entries on the current page.
  - Most items on the course request form require information. For those items that are not applicable to the request, the box(es) must be left blank. Do not enter "None" or other terms in a box. If an item is not applicable but the form will not let you proceed without entering something in the box, type a space.
5. Save your new or changed program.


 *Helpful Hint:* Kelly Millenbah is willing to review requests before the request is submitted to the College Curriculum Committee (CCC) to provide suggestions for changes or improvement.

6. **Please DO NOT submit or approve the form yet.** If you submit the form, the electronic approval process starts and the department cannot access the form for changes of any type, including CCC-required changes. Wait until CCC has reviewed the course and provides feedback. If CCC requires changes, you will need to make the changes. If you approve the form before CCC review and changes are required, you will have to start with a new form to initiate a new electronic approval process, which can confuse other units that have already been asked to review, comment and approve the course request.

7. Send an email to Kelly Millenbah ([millenba@msu.edu](mailto:millenba@msu.edu)) and Lisa Duffey ([lduffey@msu.edu](mailto:lduffey@msu.edu)) with a request to put the program on the agenda for the next CANR College Curriculum Committee meeting. **Agenda items are due one week and one day before a CCC meeting is scheduled.**

 *Helpful Hint:* The committee meets every other week during the academic year. A department/school representative is **required** to attend the meeting when the CCC reviews the request for new or changed programs to answer any questions. The unit representative is responsible for conveying required changes from the CCC to the unit so they can be made in a timely manner.


8. The department will be notified by OASA staff within 3 days after the CCC meeting of changes requested by the CCC and/or request approval. The unit representative at the meeting is expected to follow up with the unit's chair/director, faculty and staff to facilitate the changes to the course request.
9. If required, make requested changes to the third section of the Academic Programs Menu and selecting "Change" a Pending Request.

 *Helpful Hint:* If you submitted the form for approval by mistake, you may use the "Change" a Pending Request form, but you will be asked to resubmit the necessary approvals so the changes can be re-routed to the appropriate units.

10. After any requested CCC corrections are made, proceed to Signoff and Approvals and approve at the Department Level (no further edits can be made once approved so be sure you have completed everything).

#### Next Steps:

1. After approval by originating department and college, if appropriate, notices will then be sent to other departments or schools or colleges for additional approvals or review, sign off, and comment.

 *Helpful Hint:* If you communicate in advance with other complementary units that may have an interest in the course or program, like when you are in the planning stages, this step will be accomplished much more quickly.

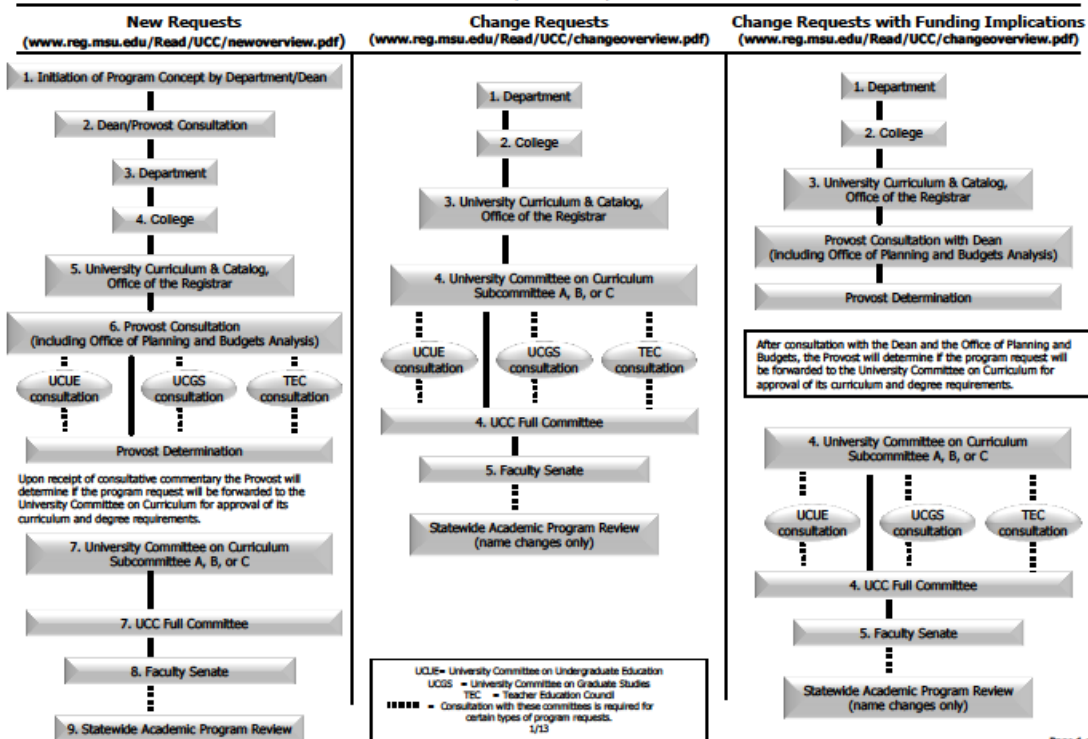
2. A notice will then be sent to University Curriculum and Catalog indicating that the request for the new course is available for interim approval and for action by a University Committee on Curriculum (UCC) Subcommittee. The request will not be available for action by a UCC Subcommittee until all of the necessary approvals have been received (see Next Steps, #1).
3. A UCC Subcommittee will take the request under review and forward their recommendation to the UCC Full Committee for action. A unit representative **may be requested** to attend either the UCC Subcommittee meeting and/or the UCC Full Committee meeting by UCC staff or the CANR Associate Dean, if it is determined that a representative would be helpful in explaining the changes to committee members and facilitating passage of the request.

4. For program requests, additional committees, such as the University Committee on Undergraduate Education (UCUE), University Committee on Graduate Studies (UCGS) and Teacher Education Council (TEC) may need to be consulted before the request is forwarded to the UCC Full Committee and Faculty Senate.
5. The request is forwarded to Faculty Senate for review and approval.
6. Any notifications of approval or denial of curriculum requests received by OASA staff from Academic Governance will be forwarded to the department in a timely manner.

Michigan State University - Office of the Provost – Office of the Registrar, University Curriculum and Catalog

## Path of Academic Program and Curricular Requests

Numbers on charts refer to the outlined procedural steps in each overview web document.



## Academic Programs Menu

Log Out

Lisa Duffey, Agriculture and Natural Resources

Wednesday, 8/31/2016

Your authorization college is: Agriculture and Natural Resources  
You have access to the following department(s): All

If you are an administrator and need access to this system, contact your [college security administrator](#).

<b>New Program</b> <a href="#">Add</a>	<b>Program Request Form</b> <a href="#">Instructions</a> ← <a href="#">View a Program</a> <a href="#">Blank Program Forms</a> ←
<b>Approved Request</b> <a href="#">Change</a> <a href="#">Discontinue</a>	<b>Moratorium Request</b> <a href="#">Add</a> <a href="#">Extend</a>
<b>Pending Request</b> <a href="#">Change</a> <a href="#">Delete</a>	<b>University Committee on Curriculum</b> <a href="#">Student Outcomes Assessment</a>
<b>Action and Approval Status</b> <a href="#">Signoffs and Approvals</a> <a href="#">Signoffs and Approvals Report</a>	
	<a href="#">University Curriculum and Catalog</a>
	<a href="#">Online Forms Menu</a>

## NEW Academic Program Request

1. Department/School/College: **Primary administrative unit**
2. Name of Program: **The name should be compact and convey program content accurately.**

**Curriculum and Major Code(s): Curriculum and Major Codes will be assigned by the Registrar's Office.**

3. Name of Degree: **Choose appropriate degree from the drop down menu.**
4. Type of Program: **From the pull down, check all of the items that apply. For academic program terminology and resource materials, please visit the Curriculum and Catalog website, <https://reg.msu.edu/UCC/UCC.aspx> and the Academic Programs Catalog, <https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=506>.**

**For online and hybrid, consider the following definitions: Online indicates the program is offered totally online. Hybrid indicates a program that blends online instruction with required or scheduled in-person contact, including exams, labs, 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.**

- Major
- Online (Off-campus)
- Online (On-campus)
- Other

**If other, please specify Type of Program:**

**If TE, \*\*\* Requires Michigan State Department of Education Approval:**

5. Effective Start Semester: **Choose appropriate semester from the drop down menu.**

**To which students, will the program be made available:**

6. Target student audience for the program: **List the primary student audience.**
7. Enrollment: **Base these figures on the projected annual average number of all students enrolled in this program.**

**What is the expected enrollment per year:**

**What is the minimum enrollment acceptable:**

**NOTE for items 8-13: 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. Approval of this academic program by University committees does not imply or guarantee approval of budget requests.**

8. Source of budget for the program: **Select all that apply.**
- Internal reallocation
  - College reallocation
  - New funds
9. Projected costs as compared to other programs in unit: **Choose appropriate response from the drop down menu. If the projected cost is much higher or lower than other programs in your unit, please explain.**
- Much higher
  - About the same
  - Much lower
10. Staff requirement: **Indicate who will provide the primary instruction and the names of their departments/schools/colleges. Describe any external professional linkages (industry government, etc.). If there are external professional linkages, please explain how they support program quality. Can the program be offered without these linkages?**
- How many additional staff will be required:
11. Will additional equipment be required: **Choose appropriate response from the drop down menu. Equipment includes computer-based and other technological needs.**
- No
  - Yes
- Approximate cost:
- Source of funding:
12. Will additional library materials be required: **Choose appropriate response from the drop down menu. Library materials include books, journals, audio and visual resources.**
- No
  - Yes
- Approximate cost:
- Source of funding:
13. Will additional space be required: **Choose appropriate response from the drop down menu. Please indicate if new or renovated, dedicated or multi-purpose space is needed.**
- No
  - Yes
- Type:

Approximate amount

14. If the program requirements contain a named concentration, do you wish for the concentration to be noted on the student's transcript? This is done on a program basis, not student-by-student. Choose appropriate response from the drop down menu.

No

Yes

15. Detailed Description: Complete items a-j in Word or other word-processing program. Then cut and paste into the RO electronic form.

- 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 10).
- 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.

Visit <https://reg.msu.edu/UCC/assessment.aspx> to complete the outcomes assessment form and include with the program submission.

- 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. For a master's degree program, indicate whether Plan A (thesis) or B (non-thesis) or both will be available.
- 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 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. Are there admissions requirements for this program? **Complete items a-l in Word or other word-processing program. Then cut and paste into the RO electronic form.**

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”.

- a. If a minimum grade-point average is required for admission, or if grades in specific courses are required for admission, describe the rationale for this requirement. Why were the specific courses chosen, why was the specific grade-point average chosen? What data are available to evaluate the efficacy of the current requirement?
- b. If the student achieves the minimum grade(s) or grade-point average, will the student be guaranteed admission or considered for admission?
- c. If the response is “considered for admission,” what other variables are taken into consideration, how are they weighted, who decides, and why? (e.g., enrollment limits, available clinic sites, etc.).
- d. If your program is accredited, do the accreditation standards affect admissions standards? If so, how?
- e. How does the unit educate prospective students about its requirements and restrictions?
- f. How does the unit currently assist non-qualified students in identifying alternative programs?
- g. Given that admission standards have the potential to restrict access and limit flexibility, why is this change being proposed, what metrics/data were used to make this decision (please provide the data), and why is it important?
- h. Will this change impact the average time to degree? If so, in what way?
- i. How many (and which) current students will be affected by this change?
- j. How will the unit notify current students of changes and how will they be accommodated?
- k. How will this change affect access for transfer students and how will this be accommodated?
- l. How will the unit educate prospective students and feeder institutions (as appropriate) about the new requirements and assist them with alternatives?

17. Cooperating Department(s)/School(s)/College(s): Select any departments/schools/colleges that will participate in the offering of any aspect of this program. Your request will automatically route to the head of the selected department/college/unit. If no additional sign-off(s) are needed, select nothing and click the Confirm Cooperating Approvals button below to continue. The selected additional Cooperating Department/School/Colleges will be noted. If this is correct, continue to approval.

 *Helpful Hint:* If you communicate in advance with other complementary units that may have an interest in the course or program, like when you are in the planning stages, this step will be accomplished much more quickly.

## Academic Program CHANGE Request

(Questions below in addition to the ones above; #17 above is #21 in this form.)

17. Type(s) of Change(s): Be clear and concise in this section so reviewers at all levels can easily find and understand the requested change.

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.

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

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.

19. Will the proposed change(s) have a negative impact on students? Choose appropriate response from the drop down menu.

No


Yes

If yes, which students?

20. Reason(s) for change(s): Explain the academic rationale behind the proposed changes.

21. Cooperating Department(s)/School(s)/College(s): Select any departments/schools/colleges that will participate in the offering of any aspect of this program. Your request will automatically route to the head of the selected department/college/unit. If no additional sign-off(s) are needed, select nothing and click the Confirm Cooperating Approvals button below to continue. The

selected additional Cooperating Department/School/Colleges will be noted. If this is correct, continue to approval.

 *Helpful Hint:* If you communicate in advance with other complementary units that may have an interest in the course or program, like when you are in the planning stages, this step will be accomplished much more quickly.


## Academic Program MORATORIUM

1. Name of Program: **As appears in the University Catalog.**
2. Curriculum and Major Code(s): **As appears in the University Catalog.**
3. Degree Type. **This will appear automatically.**
4. Effective Start Semester: **Indicate appropriate response.**
5. Effective End Semester: **Indicate appropriate response.**

Which current and prospective students will be affected?

**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. Indicate the alternative major(s) and major code (s) for new or prospective students. This information will be used by the Office of Admissions.**


6. Reason(s) for change(s): **Explain the academic rationale behind the proposed moratorium. Please address as many of the following items as apply. This information related to the program must be attached to the form by copying and pasting into this field.**
  - a. **Background information including the considerations which precipitated the request for the moratorium.**
  - b. **Relationship of this program to similar programs offered at MSU and/or by other educational institutions.**
  - c. **Expected enrollment per year averaged over the last five years.**
  - d. **Plan for evaluating the program and need for a moratorium.**
  - e. **Other information that will assist the Provost and the University-level committees in evaluating the request.**
7. Cooperating Department(s)/School(s)/College(s): **Select any departments/schools/colleges that will participate in the offering of any aspect of this program. Your request will automatically route to the head of the selected department/college/unit. If no additional sign-off(s) are needed, select nothing and click the Confirm Cooperating Approvals button below to continue. The selected additional Cooperating Department/School/Colleges will be noted. If this is correct, continue to approval.**

 **Helpful Hint:** If you communicate in advance with other complementary units that may have an interest in the course or program, like when you are in the planning stages, this step will be accomplished much more quickly.

## Academic Program DISCONTINUATION

1. Name of Program: **As appears in the University Catalog.**  
Curriculum and Major Code(s): **As appears in the University Catalog.**
2. Degree Type. **This will appear automatically.**
3. Effective Semester: **Indicate appropriate response.**
4. Will the proposed change(s) have a negative impact on students? **Indicate appropriate response.**  
No  
Yes  
If yes, which ones?  
**The Office of the Registrar will provide data such as the number of students admitted to the degree program within the last two years and, for graduate programs, their time limit to degree, when requested.**
5. Describe the impact and explain what accommodations will be made: **Please be brief yet thorough with the explanation.**
6. Reason for Discontinuation Request. **Explain the academic rationale behind the proposed discontinuation. Please address as many of the following items as apply. This information related to the program must be attached to the form by copying and pasting into this field.**
  - a. **Background information including the considerations which precipitated the request for the discontinuation.**
  - b. **Relationship of this program to similar programs offered at MSU and/or by other educational institutions.**
  - c. **Enrollment per year averaged over the last five years.**
  - d. **Description of consultation with students, faculty, other programs and units, and external stakeholders (e.g. alumni).**
  - e. **Other information that will assist the Provost and the University-level committees in evaluating the request.**
7. Cooperating Department(s)/School(s)/College(s): **Select any departments/schools/colleges that will participate in the offering of any aspect of this program. Your request will automatically route to the head of the selected department/college/unit. If no additional sign-off(s) are needed, select nothing and click the Confirm Cooperating Approvals button below to continue. The**

selected additional Cooperating Department/School/Colleges will be noted. If this is correct, continue to approval.

 *Helpful Hint:* If you communicate in advance with other complementary units that may have an interest in the course or program, like when you are in the planning stages, this step will be accomplished much more quickly.