OUTLINE FOR SUBMITTING PROPOSALS TO REVISE INTERDISCIPLINARY PROGRAMS

Use this outline to prepare proposals to revise existing programs, including undergraduate majors and minors and graduate degree programs and certificates. Proposals for revising programs should be submitted in narrative form, using the following outline. Guidelines are on the following page.

PROGRAM NAME AND SUBJECT CODE:_________________________________________________________
REVISED PROGRAM NAME AND SUBJECT CODE (IF APPLICABLE):____________________________________
DEGREE:__________________________________________________________________________
DEPARTMENT(S)/SCHOOL(S): __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

COLLEGE(S):
____ COLLEGE OF BUSINESS ____ COLLEGE OF HEALTH & HUMAN SERVICES ____ COLLEGE OF EDUCATION

CONTACT PERSON: ________________________ CONTACT PHONE: ________________________
CONTACT EMAIL: ________________________
REQUESTED START DATE: Term________ Year________

I. Rationale

II. Description of Current Program

III. Proposed Revision

IV. Impact

V. Budget

VI. Action of the Program/Department/School/College

1. Program/Department/School/College:

A. Vote of faculty: For___________ Against___________ Abstentions___________

I support this proposal. The proposed revision can ______ cannot ______ be implemented within the affected Department(s)/School(s) without additional College or University resources.

Program Administrator/Department Head/School Director Signature ____________________________

Date ____________________________
Program Revision Guidelines

B. Vote of faculty: For _______ Against _______ Abstentions _______

I support this proposal. The proposed revision cannot be implemented within the affected Department(s)/School(s) without additional College or University resources.

Program Administrator/Department Head/School Director Signature Date

C. Vote of faculty: For _______ Against _______ Abstentions _______

I support this proposal. The proposed revision cannot be implemented within the affected Department(s)/School(s) without additional College or University resources.

Program Administrator/Department Head/School Director Signature Date

D. Vote of faculty: For _______ Against _______ Abstentions _______

I support this proposal. The proposed revision cannot be implemented within the affected Department(s)/School(s) without additional College or University resources.

Program Administrator/Department Head/School Director Signature Date

2. College/Graduate School:

A. College of ________________________________

I support this proposal. The proposed program cannot be implemented within the affected College without additional University resources.

College Dean Signature Date

B. College of ________________________________

I support this proposal. The proposed program cannot be implemented within the affected College without additional University resources.

College Dean Signature Date

B. Graduate School (Graduate Program Revisions ONLY)

Graduate Dean Signature Date
VII. Approval

Associate Vice-President for Academic Programming Signature

Date

VIII. Appendices

A. Market Analysis/Needs Assessment
B. Mandates
C. Request for New/Revised Course Forms
D. Letters of Support from Impacted Departments
E. Cost Analysis (Complete only if the revision cannot be implemented without additional University resources. Fill in Estimated Resources for the sponsoring department(s). Attach separate estimates for other affected departments.)

<table>
<thead>
<tr>
<th>Estimated Resources:</th>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
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<tbody>
<tr>
<td>Faculty / Staff</td>
<td>$_____</td>
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<td>SS&amp;M</td>
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<tr>
<td>Equipment</td>
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<td><strong>Total</strong></td>
<td>$_____</td>
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DIRECTIONS FOR PREPARING PROPOSALS TO REVISE DEGREE PROGRAMS

Departments/Schools intending to submit proposals for revising programs are encouraged to consult with the Course and Program Development Office and, if appropriate, the Graduate School prior to submitting such proposals. Proposals for program revisions should be submitted in narrative form, according to the following guidelines:

I. Rationale: Explain completely the rationale for the proposed revision. If it is the result of a market analysis or needs assessment, include documentation as Appendix A. If the revision is the result of state of Michigan, federal or accrediting agency mandate, attach documentation, including required implementation date, as Appendix B.

II. Description of Current Program: Describe the current program as it appears in the most recent University catalog. Include information about major/minor requirements, restricted and general electives, and the minimum number of total credit hours students completing the program will have taken by the time they graduate.

III. Proposed Revision: Provide a complete description of the revised program, organized so that the current and revised programs can easily be compared. Include a list of any new or revised courses. Indicate whether the proposed revision will increase the number of credit hours in the program, and provide a rationale for any increase. Provide evidence of support from all participating programs/departments/schools/colleges. Attach completed Request for New Interdisciplinary Course and/or Request for Interdisciplinary Course Revision form for each proposed new or revised course as Appendix C.

IV. Impact: Indicate whether and how the proposed revision will impact other University programs. Attach letters of support from affected departments as Appendix D.

V. Budget: Describe the budgetary impact of the proposed revision. If new resources will be needed, indicate their source. If the revision will require resources beyond those the department/school or college can provide, attach a cost analysis as Appendix E. (Note: If a significant portion of the cost of the revised program will be borne by Continuing Education, include evidence of Continuing Education’s willingness to bear those costs.)