

INSTRUCTIONS—WHICH FORM: NEW OR REDESIGN?

	COMMENTS/GUIDELINES	
I. NEW PROGRAM		
New Program	<p>A program is “new” when:</p> <ul style="list-style-type: none"> • The proposed new major consists of all new courses, or less than 51 percent of the major credits come from an existing program. • The program has a substantially new focus and/or student learning outcomes. • The program may require a 6-digit CIP code that is not currently assigned to an active program at the institution. • The proposed award is at a higher level than a related program at the institution. 	
II. REDESIGN OF AN EXISTING PROGRAM		
Change program name Change program CIP code at the 6-digit level	Rationale for change	Redesign: Name CIP
Change emphasis name Change emphasis CIP code at the 6-digit level		Redesign: Emph name CIP
Add or delete program emphasis	Overall program length when this emphasis is completed must be consistent with policy limits Delete emphasis: Notification only	Redesign: Add delete emph
Change program/emphasis credit length within policy limits		Redesign: Emph or prog cr length
Change program/emphasis credit length to <u>exceed</u> policy limits	Requires justification See Academic Programs Policy and Procedures	Redesign: Emph or prog cr length
Reinstate a suspended program	Notification only UNLESS other changes have been made to the suspended program. Other Redesign forms may have to be completed.	Redesign: Reinstate susp
Approval for Online Delivery	Requires either HLC or MnOnline-HLC approval to deliver program/s online (Program and/or Institution level approval)	Redesign: Online deliv status
III. CHANGE/ADD/REPLACE AWARDS		
Office of the Chancellor staff may require an external review or determine that a new program application is warranted.		
<i>A. Replace an existing program with a new related program</i>		
Replace a <u>diploma</u> with a related certificate, an AAS, or an AS program	<ul style="list-style-type: none"> ○ Assumes diploma is closed. ○ At least 51 percent of technical/major credits in new award must come from the preexisting technical credits in the diploma. ○ Same or different name ○ Same or different CIP 	Redesign: Add replace existing

	<ul style="list-style-type: none"> o Same or different credit length <p><u>Create Certificate:</u> limited to 30 credits in length. No general education is required.</p> <p><u>Create AAS:</u> General Education must be added.</p> <ul style="list-style-type: none"> o If an AAS is created at a technical college or a community and technical college, a related diploma and/or a certificate program must be offered. All certificate and/or diploma courses must transfer to the AAS [Diplomas might need to be limited to 45 credits for a 60 credit AAS due to Ness] o Community colleges may create AAS degrees without diplomas or certificates. <p><u>Create AS:</u> General education credits must be added, an articulation agreement with at least one system university is required, and faculty credentials must be documented.</p>	
Replace an <u>AAS</u> with a related certificate, a diploma or an AS program	<ul style="list-style-type: none"> o Assumes AAS is closed. o At least 51 percent of technical/major credits in new award must come from the preexisting technical credits in the AAS. o Same or different name o Same or different CIP o Same or different credit length <p><u>Create Certificate:</u> limited to 30 credits in length.</p> <p><u>Create Diploma:</u> No general education is required.</p> <p><u>Create AS:</u> General education credits must be added, an articulation agreement with at least one system university is required, and faculty credentials must be documented.</p>	Redesign: Add replace existing
Replace an <u>AS</u> with a related certificate, AAS or diploma program	<ul style="list-style-type: none"> o Assumes AS is closed o At least 51 percent of technical credits in new award must come from the preexisting technical credits in the AS. o Occupational AS only; based on CIP. o Same or different name o Same or different CIP o Same or different credit length <p><u>Create Certificate:</u> Limited to 30 credits in length</p> <p><u>Create Diploma:</u> No general education is required.</p> <p><u>Create AAS:</u> General Education must be added.</p> <ul style="list-style-type: none"> o If an AAS is created at a technical college or a community and technical college, a related diploma and/or a certificate program must be offered. All certificate and/or diploma courses must transfer to the AAS [Diplomas might need to be limited to 45 credits for a 60 credit AAS due to Ness] o Community colleges may create AAS degrees without diplomas or certificates. 	Redesign: Add replace existing
Replace a <u>baccalaureate degree</u> with a related baccalaureate program	<ul style="list-style-type: none"> o Assumes one degree is closed o At least 51 percent of major credits in new award must come from the preexisting major credits. o If the type of degree, e.g., BA to BS, is also changed, 	Redesign: Add replace existing

	<p>the curriculum should reflect different learning outcomes.</p> <ul style="list-style-type: none"> o Same or different name o Same or different CIP o Same or different credit length in the major 	
Replace a <u>master's degree</u> with a related master's program	<ul style="list-style-type: none"> o Assumes one degree is closed o At least 51 percent of major credits in new award must come from the preexisting major credits. o If the type of degree, e.g., MA to MS, is also changed, the curriculum should reflect different learning outcomes. o Same or different name o Same or different CIP o Same or different credit length in the major 	Redesign: Add replace existing
<i>B. Add an additional new program to a related program</i>		
Add a certificate to a related existing <u>certificate</u> program	<ul style="list-style-type: none"> o At least 51 percent of technical/major credits in new award must come from the preexisting technical/major credits in the certificate o Different name o Same or different CIP o Same or different credit length <p><u>Create Certificate:</u> limited to 30 credits in length. No General Education is required</p>	Redesign: Add replace existing
Add a certificate, an AAS or an AS program to a related existing <u>diploma</u> program	<ul style="list-style-type: none"> o At least 51 percent of technical/major credits in new award must come from the preexisting technical/major credits in the diploma. o Same or different name o Same or different CIP o Same or different credit length <p><u>Create Certificate:</u> limited to 30 credits in length. No General Education is required</p> <p><u>Create AAS:</u> General Education must be added to an AAS.</p> <ul style="list-style-type: none"> o If an AAS is created at a technical college or a community and technical college, a related diploma and/or a certificate program must be offered. All certificate and/or diploma courses must transfer to the AAS [Diplomas might need to be limited to 45 credits for a 60 credit AAS due to Ness] o Community colleges may create AAS degrees without diplomas or certificates. <p><u>Create AS:</u> General education credits must be added, an articulation agreement with at least one system university is required, and faculty credentials must be documented.</p>	Redesign: Add replace existing
Add a certificate or a diploma to a related existing <u>AAS</u> program	<ul style="list-style-type: none"> o 100 percent of technical/major credits in new award must come from the preexisting technical/major credits in the AAS. o Same or different name o Same or different CIP o Same or different credit length o All certificate and/or diploma courses must transfer to the AAS [Q: potential conflict with 51% rule above; 	Redesign: Add replace existing

	<p>depending upon interpretation of 60/120 credit]</p> <p><u>Create Certificate:</u> Limited to 30 credits in length. No general education is required.</p> <ul style="list-style-type: none"> o At a technical college or a community and technical college, it is assumed that a diploma or a certificate already exists that is related to the AAS. o At a community college it is not necessary to have a co-existing certificate or diploma. <p><u>Create Diploma:</u> No general education is required. All courses must transfer to the AAS</p> <ul style="list-style-type: none"> o At a technical college or a community and technical college, it is assumed that a certificate already exists that is related to the AAS. o At a community college it is not necessary to have a co-existing certificate or diploma. 	
Add a certificate, a diploma or an AAS to a related existing <u>AS</u> program	<p>At least 51 percent of technical/major credits in new award must come from the preexisting technical/major credits in the AS.</p> <p>Occupational AS only; based on CIP.</p> <p>Same or different name</p> <p>Same or different credit length</p> <p>Same or different CIP</p> <p><u>Create Certificate:</u> limited to 30 credits in length. No general education is required.</p> <p><u>Create Diploma:</u> No general education is required. All courses must transfer to a related AAS</p> <p><u>Create AAS:</u> General Education must be included in an AAS.</p> <ul style="list-style-type: none"> o If an AAS is created at a technical college or a community and technical college, a related diploma and/or a certificate program must be offered. All certificate and/or diploma courses must transfer to a related AAS [Diplomas might need to be limited to 45 credits for a 60 credit AAS due to Ness] o Community colleges may create AAS degrees without diplomas or certificates. 	Redesign: Add replace existing
Add a certificate to a related existing baccalaureate program	<p>Certificate limited to 30 credits in length.</p> <p>At least 51 percent of credits in new award must come from the baccalaureate preexisting major credits.</p> <p>Same or different name</p> <p>Credit length different</p> <p>CIP same or different</p>	Redesign: Add replace existing
Add a baccalaureate program to a related existing <u>baccalaureate</u> program	<p>At least 51 percent of credits in new program must come from the baccalaureate preexisting major credits.</p> <p>Same or different name</p> <p>Credit length same or different</p> <p>CIP same or different</p> <p>Curriculum is different if type (BA or BS) of degree is different</p>	Redesign: Add replace existing
Add a graduate certificate to a related existing <u>master's</u>	<p>Graduate certificate limited to 30 credits in length.</p> <p>At least 51 percent of credits in new program must come from the master's preexisting major credits.</p>	Redesign: Add replace existing

program	Same or different name Credit length same or different CIP same or different	
Add a master's degree to a related existing <u>master's</u> program	At least 51 percent of credits in new program must come from the master's preexisting major credits. Same or different name Credit length same or different CIP same or different Curriculum is different if type of degree (MA or MS) is different Requires external reviews (anonymous graduate council member and institution)	Redesign: Add replace existing
IV. OTHER		
Change an emphasis into a program.	<i>PROCESS UNDER DISCUSSION</i>	Redesign or NEW?