

REQUEST FOR ADDING, CHANGING, SUSPENDING,  
OR DROPPING A

**A A**

**FORM D**

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**INSTRUCTIONS FOR FORM D: Adding, Changing, Suspending, or Dropping a Graduate Curriculum**

C ( )

Review the [Guidelines for New Programs](#) on the Office of Academic Affairs website and consult the Courses & Curricula Committee, [the Office of Institutional Effectiveness](#), and/or the Graduate School in the developmental stage to help minimize delays at later stages of the process.

The proposal will be delayed if the form is not filled out in its entirety. This includes the justification, C curriculum description, the expanded curriculum outline, [the assessment plan](#), and the Board of Regents proposal, if applicable. Letters of support from affected units are also required.

Attach justification for all actions: Use separate sheet. If the justification is deemed insufficient, it will cause a delay in the approval process for the proposal. The [justification](#) should provide evidence that the new program does any of the following:

- Contributes to the economic development of the State
- Relates to current/evolving needs of the region, State, and/or University
- Has a significant student demand
- Provides training for in-demand occupations

Not all programs will be approved; however, the items above are points to consider for success going forward.

**\*\*New programs are required to complete Board of Regents' progress reports on a routine basis to ascertain whether or not these programs are successful; therefore, it is crucial to have evidence that this program is needed. Progress reports indicating a lack of success could cause a program to be terminated.\*\***

The [A CA A curriculum description](#) is what will be used in the C . It is important to include as much information as the unit would like to convey to the student, including not only the semester outlines but explanatory information regarding the program.

The [expanded curriculum outline](#) is what will be used in the departmental handbook, providing additional information not included in the C description. This must be attached to the proposal. The Committees will not base their approval of the requested action on this expanded outline but will make suggestions if needed.

The department should consider the length of time necessary to obtain final approval of a program. If the curriculum is to be added, dropped, or has a change in the Board of Regents proposal, as of 5/1/2014, the Board of Regents will be notified.

**INSTRUCTIONS FOR FORM D: Adding, Changing, Suspending, or Dropping a Graduate Curriculum**  
**CONTINUED**

**If establishing a new graduate curriculum:**

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