

INSTRUCTIONS—GENERAL INFORMATION

Note: Some of the items below may not apply to particular forms

INSTITUTIONS AND PERMANENT LOCATIONS

1. Alexandria Technical College (Alexandria)
2. Anoka Technical College (Anoka)
3. Anoka-Ramsey Community College (Cambridge, Coon Rapids)
4. Bemidji State University (Bemidji)*
5. Central Lakes College (Brainerd, Staples)
6. Century College (Mahtomedi, White Bear Lake)
7. Dakota County Technical College (Rosemount)
8. Fond du Lac Tribal & Community College (Cloquet)
9. Hennepin Technical College (Brooklyn Park, Eden Prairie)
10. Hibbing Community College (Hibbing)**
11. Inver Hills Community College (Inver Grove Heights)
12. Itasca Community College (Grand Rapids)**
13. Lake Superior College (Duluth)
14. Mesabi Range Community and Technical College (Virginia, Eveleth)**
15. Metropolitan State University (Minneapolis, St. Paul)
16. Minneapolis Community and Technical College (Minneapolis)
17. Minnesota State College - Southeast Technical (Red Wing, Winona)
18. Minnesota State Community & Technical College (Detroit Lakes, Fergus Falls, Moorhead, Wadena)
19. Minnesota State University Moorhead (Moorhead)
20. Minnesota State University, Mankato (Mankato)
21. Minnesota West Community & Technical College (Canby, Granite Falls, Jackson, Pipestone, Worthington)
22. Normandale Community College (Bloomington)
23. North Hennepin Community College (Brooklyn Park)
24. Northland Community & Technical College (East Grand Forks, Thief River Falls)
25. Northwest Technical College (Bemidji)*
26. Pine Technical College (Pine City)
27. Rainy River Community College (International Falls)**
28. Ridgewater College (Hutchinson, Willmar)
29. Riverland Community College (Albert Lea, Austin)
30. Rochester Community and Technical College (Rochester)
31. St. Cloud State University (St. Cloud)
32. St. Cloud Technical College (St. Cloud)
33. Saint Paul College (St. Paul)
34. South Central College (Faribault, North Mankato)
35. Southwest Minnesota State University (Marshall)
36. Vermilion Community College (Ely)**
37. Winona State University Winona)

* Bemidji State University and Northwest Technical College are separately accredited.

** Northeast Higher Education District

AWARDS

The following awards are recognized by the Minnesota State Colleges and Universities as defined in Academic Programs Procedure 3.36.1 [Academic Programs Policy and Procedures](#) All awards are named, except the AA.

Other types of awards may be offered upon request when supported with a documented rationale for offering the award such as the award being widely recognized in other states.

Postsecondary Awards:

Undergraduate Certificate
Diploma

Two Year Awards:

AA Associate in Arts
AAS Associate in Applied Science
AFA Associate in Fine Arts
AS Associate in Science

Baccalaureate Awards:

BA Bachelor of Arts
BAS Bachelor of Applied Science
BAT Bachelor of Applied
Technology
BFA Bachelor of Fine Arts
BMus Bachelor of Music
BS Bachelor of Science
BT Bachelor of Science in
Teaching
BSW Bachelor of Social Work

Post-Baccalaureate Awards:

GC Graduate Certificate
MA Master of Arts
MAT Master of Arts in Teaching
MBA Master of Business
Administration
MEd Master of Education
MFA Master of Fine Arts
MLA Master of Liberal Arts
MM Master of Music
MS Master of Science
MSN Master of Science in Nursing
MSW Masters of Social Work

Post-Masters

SPEC Education Specialist

Doctorate

DAud Doctor of Audiology
DBA Doctor of Business
Administration
DNP Doctor of Nursing Practice
EdD Doctor of Education
PsyD Doctor of Psychology
DPT Doctor of Physical Therapy

CREDIT LENGTH

Program credit lengths include all college-level, credit-bearing requirements required for graduation.

Program lengths may be exceeded only with approval. The request to exceed limits must be based on industry or professional accreditation standards that specifically require a greater number of credits.

Program	Program Credit Length		Emphasis Minimum	Emphasis Required Length of Common Core
Certificate (undergraduate, baccalaureate, graduate)	9-30 credits		Not permitted	Not permitted
Diploma	31-72 credits		9 cr	30 cr
Associate in Arts	60-64 credits	60 (2009)	9 cr	Does not apply

Program	Program Credit Length		Emphasis Minimum	Emphasis Required Length of Common Core
Associate in Fine Arts, Associate in Science	60-64 credits	60 (2009)	Not permitted	Not permitted
Associate in Applied Science	60-72 credits	60 (2009)	9 cr	30 cr
Baccalaureate	120-128 credits	120 (2009)	9 cr	18 cr
Master's	30-54 credits		9 cr	18 cr
Education Specialist	minimum of 60 - no more than 72 (post baccalaureate) minimum of 30 – no more than 42 (post master's)		9 cr	18 cr post-master's
Doctorate	minimum of 72 (post baccalaureate)		9 cr	18 cr

CIP CODE

All programs and emphases are assigned a 6-digit CIP code (National Classification of Instructional Programs). In MnSCU, approved program CIP codes are assigned two additional digits.

Current Program CIP Codes. Redesign applications for changes to existing programs require the approved 8-digit CIP code listed in the program inventory [MnSCU Program Review](#).

A new program, a new emphasis or a redesign that results in a new program requires a 6-digit CIP code. Refer to the national taxonomy to select and propose an appropriate 6-digit CIP code. [http://nces.ed.gov/pubs2002/cip2000/]

Background. The National Center for Education Statistics (NCES) publishes the Classification of Instructional Programs (CIP-2000). The CIP code reflects the curriculum content, and the program's academic outcomes. CIP codes are independent of level of degree. An NCES CIP number is made up of six digits: the first two indicate the general area, the next two more specific, and the last two yet more specific. For example, the broad category of programs in "Visual and Performing Arts" fall into the "50" group, "Design and Applied Arts" are assigned the 50.04 number, and "Graphic Design, Commercial Art and Illustration," 50.0402.

Academic Programs staff can advise you on the correct assignment of CIP codes. Refer to [Staff Contacts](#)

EFFECTIVE TERM/YEAR

The following terms are recognized	Inventory Start Date
Fall	August 1
Spring	January 1
Summer	May 1
An intersession is associated with fall, spring, or summer.	

LOCATION

In most cases, institutions will be delivering programs at previously approved sites.

The New Location Application form should be used ONLY when an institution proposes to offer an entire academic program at a location that is new to an institution. A location can be a public building such as a school or a library, a corporate site, or the campus of another system institution.

Submission Deadline. The New Location application form must be submitted at least ninety days (90) prior to the use of the site. Additional forms must be completed for the program approval (new, or relocate or replicate).

INVENTORY

For changes to currently approved programs, you must supply the CIP code that was assigned when the program was originally approved. The link here takes you to the most recent version of the system program inventory. [Program Inventory](#).

COLLABORATING INSTITUTION(S)

Collaborating institutions are two or more institutions that are working together to plan and deliver an academic program under a formal agreement. Each institution is authorized to grant the award. Describe any collaborative activities or formal agreements with other system institutions in the development and delivery of this proposal.