

INSTRUCTIONS—WHICH FORM: NEW OR REDESIGN?

If you are creating a new program, you should first determine whether all or some of the courses in the program are new. If at least 51 percent of the technical/major credits in the new program come from technical/major credits in a preexisting program, it may be possible to use the Redesign: New Program from an Existing Program form, which requires less documentation than a New Program application.

All new or redesigned programs must comply with existing Academic Program Policy 3.36 and Procedure 3.36.1. Additional guidelines have been developed for Individualized Studies programs and Certificates.

Guidelines for three possible actions are detailed below.

- Section I describes the guidelines for a new program. Complete the New Program form.
- Section II describes the guidelines for replacing an existing program with a new, related program. This action assumes that the existing program will be closed. Complete the Redesign: New Program from an Existing Program form.
- Section III describes the guidelines for adding a new program to a related program. Complete the Redesign: New Program from an Existing Program form.

ACTION	GUIDELINES/COMMENTS
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. Replace an existing program with a new related program	
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 the new award must come from the preexisting technical credits in the diploma. • Same or different name • Same or different CIP • 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"> • 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] • 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>
<p>Replace an <u>AAS</u> with a related certificate, a diploma or an AS program</p>	<ul style="list-style-type: none"> • Assumes AAS is closed. • At least 51 percent of technical/major credits in new award must come from the preexisting technical credits in the AAS. • Same or different name • Same or different CIP • Same or different credit length <p><u>Create Certificate:</u> limited to 30 credits in length. <u>Create Diploma:</u> No general education is required. <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>
<p>Replace an <u>AS</u> with a related certificate, AAS or diploma program</p>	<ul style="list-style-type: none"> • Assumes AS is closed • At least 51 percent of technical credits in new award must come from the preexisting technical credits in the AS. • Occupational AS only; based on CIP. • Same or different name • Same or different CIP • Same or different credit length <p><u>Create Certificate:</u> Limited to 30 credits in length <u>Create Diploma:</u> No general education is required. <u>Create AAS:</u> General Education must be added.</p> <ul style="list-style-type: none"> • 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] <p>Community colleges may create AAS degrees without diplomas or certificates.</p>
<p>Replace a <u>baccalaureate degree</u> with a related baccalaureate program</p>	<ul style="list-style-type: none"> • Assumes one degree is closed • At least 51 percent of major credits in new award must come from the preexisting major credits. • If the type of degree, e.g., BA to BS, is also changed, the curriculum should reflect different learning outcomes. • Same or different name • Same or different CIP <p>Same or different credit length in the major</p>
<p>Replace a <u>master's degree</u> with a related master's program</p>	<ul style="list-style-type: none"> • Assumes one degree is closed • At least 51 percent of major credits in new award must come from the preexisting major credits. • If the type of degree, e.g., MA to MS, is also changed, the curriculum should reflect different learning outcomes. • Same or different name • Same or different CIP <p>Same or different credit length in the major</p>
<p>III. Add an additional new program to a related program</p>	
<p>Add a certificate to a related existing <u>certificate program</u></p>	<ul style="list-style-type: none"> • At least 51 percent of technical/major credits in new award must come from the preexisting technical/major credits in the certificate • Different name

	<ul style="list-style-type: none"> • Same or different CIP • Same or different credit length <p><u>Create Certificate:</u> limited to 30 credits in length. No General Education is required</p>
<p>Add a certificate, an AAS or an AS program to a related existing <u>diploma</u> program</p>	<ul style="list-style-type: none"> • At least 51 percent of technical/major credits in new award must come from the preexisting technical/major credits in the diploma. • Same or different name • Same or different CIP • 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"> • 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] • 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>
<p>Add a certificate or a diploma to a related existing <u>AAS</u> program</p>	<ul style="list-style-type: none"> • 100 percent of technical/major credits in new award must come from the preexisting technical/major credits in the AAS. • Same or different name • Same or different CIP • Same or different credit length • All certificate and/or diploma courses must transfer to the AAS [Q: potential conflict with 51% rule above; depending upon interpretation of 60/120 credit] <p><u>Create Certificate:</u> Limited to 30 credits in length. No general education is required.</p> <ul style="list-style-type: none"> • 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. • 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"> • At a technical college or a community and technical college, it is assumed that a certificate already exists that is related to the AAS. <p>At a community college it is not necessary to have a co-existing certificate or diploma.</p>
<p>Add a certificate, a diploma or an AAS to a related existing <u>AS</u> program</p>	<p>At least 51 percent of technical/major credits in new award must come from the preexisting technical/major credits in the AS. Occupational AS only; based on CIP.</p> <p>Same or different name Same or different credit length Same or different CIP</p> <p><u>Create Certificate:</u> limited to 30 credits in length. No general education</p>

	<p>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"> • 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] <p>Community colleges may create AAS degrees without diplomas or certificates.</p>
Add a certificate to a related existing baccalaureate program	<p>Certificate limited to 30 credits in length.</p> <p>At least 51 percent of major 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>
Add a baccalaureate program to a related existing <u>baccalaureate</u> program	<p>At least 51 percent of major 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>
Add a graduate certificate to a related existing <u>master's</u> program	<p>Graduate certificates are limited to 30 credits in length.</p> <p>At least 51 percent of major credits in new program must come from the master's preexisting major credits.</p> <p>Same or different name</p> <p>Credit length same or different</p> <p>CIP same or different</p>
Add a master's degree to a related existing <u>master's</u> program	<p>At least 51 percent of major credits in new program must come from the master's 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 must be different if type of degree (MA or MS) is different</p> <p>Requires external reviews (anonymous graduate council member and institution)</p>