

ACADEMIC PROGRAMS MANUAL 2009

If you would like a paper copy of the Academic Programs Manual, you can print the documents and forms on the Web site in the order listed on the table of contents below. The Academic Programs unit will no longer publish a print version of the Academic Programs Manual.

The Academic Programs Web site will be continually updated as material is revised and redesigned, so any material you print may become obsolete. In addition, many of the documents on the Web site are linked internally to one another, which may reduce the utility of a print version.

If you wish to replace documents you have previously printed, the most current date of publication will appear at the bottom right of the documents.

Academic Programs Manual Table of Contents

Section I. Program Development.

This section provides background material for designing a new program proposal. Sections include information on the process and timeline for new program approvals, information on assessing student interest, identifying duplication with other programs in the system, conducting a supply/demand analysis, establishing and working with a program advisory committee, and curriculum design ideas.

- Program Approval Process (includes Timelines)
- Documenting Needs and Resources
- Academic Program Design
- Program Advisory Committee Handbook (optional)
- Sample Consortium Agreement (optional)

Section II. Forms and Instructions.

This section includes program application forms and their related instructions.

- New Programs and Changes to Existing Programs
 - Program Articulation Agreement Template and Table
 - New Location
 - Notice of Intent
 - New Program
 - Redesign: New Program
 - Redesign: Add or delete emphasis
 - Redesign: Change program or emphasis name or CIP
 - Redesign: Change program or emphasis credit length
 - Redesign: Online Authority
 - Relocate or Replicate Program

Suspend or Close Program
Redesign: Reinstate Suspension
Technical College Mission Change

60/120 Credit Length Forms and Instructions
Redesign: Change program or emphasis credit length
Notice of Intent: 60/120 Credit Waiver
Single: 60/120 Credit Waiver
Group: 60/120 Credit Waiver

Section III. Supplemental Instructions.

This section includes additional materials related to sub-sections of the New Program application form. Guidelines are also included in this section.

Certificate Guidelines
Curriculum
General Information
Graduate Programs Only
Individualized Degree Guidelines
Staff Contacts and Duties
Which Form? (This is used to identify the appropriate form when applying for a new program—new or redesign: new)

Section IV. Resources.

Documents in this section can be printed as desired. The documents include the most current versions of Academic Programs Policy 3.36 and Procedures 3.36.1; and other reports and resources that are of current or historical interest. Reference material for related system resources can be located at the Web sites for Transfer (www.mntransfer.org) and MN Online (www.mnonline.org).