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| **HOW-TO: Complete a New Academic Plan Proposal** |
| ***If this new plan is not listed in the current NAU*** [*academic program inventory*](http://www4.nau.edu/pair/AcademicProgramData/ABORAPIFall2014Final.xlsx)***, then you must first complete the*** [*academic planning framework*](http://nau.edu/Provost/Curriculum-Academic-Development/)***All Plans with CAEP designation, or plans seeking CAEP designation, must include an CAEP Accreditation Memo of Approval from the NAU CAEP administrator prior to submission.*** | Confirm if the proposed new degree is in the [*academic program inventory*](http://www4.nau.edu/pair/AcademicProgramData/ABORAPIFall2014Final.xlsx). If not, first complete the [*academic planning framework*](http://nau.edu/Provost/Curriculum-Academic-Development/).  |
| 1. College and Academic Unit:: | 1. Enter the name of the college and the academic unit (department) that is submitting the proposal. |
| 2. Academic Plan Name: New CIP Code: | 2. Enter the proposed new academic plan name. Enter the CIP code for the proposed new academic plan. The CIP code is included with the ABOR approval. |
| 3. Emphasis: | 3. If applicable, enter the proposed new academic plan emphases. |
| 4. Justification for new academic plan. Ensure your justification describes how the proposed plan is related to the short and long-term goals of the Academic Unit, College, and/or University. (If the justification is the same as the response to #1 of the Academic Planning Framework Full Proposal, copy and paste the response here).  | 4. Complete the justification for the proposed plan changes. Specifically, address how the proposed academic plan is related to the short and long-term plans of the academic unit (department), College and/or University.  |
| 5. New academic plan purpose statement ([*Resources, Examples & Tools for Developing Program Purpose Statements*](https://in.nau.edu/ocldaa/degree-program-expectations-how-to-guide/)*).* | 5. Complete the new academic plan purpose statement. The Program Purpose Statement identifies the overall goals of the degree program (see [*Resources, Examples & Tools for Developing Program Purpose Statements*](https://in.nau.edu/ocldaa/degree-program-expectations-how-to-guide/)). |
| 6. Student learning outcomes of the plan. If structured as plan/emphases, include for both core and emphases ([*Resources, Examples & Tools for Developing Program Purpose Statements*](https://in.nau.edu/ocldaa/degree-program-expectations-how-to-guide/)*).* | 6. Complete the new academic plan student learning outcomes. The Program Student Learning Outcomes detail what students will know and be able to do upon completion of a degree program (see [*Resources, Examples & Tools for Developing Program Purpose Statements*](https://in.nau.edu/ocldaa/degree-program-expectations-how-to-guide/)). |
| 7.  *For degree programs: Attach the proposed curriculum map (*[*example formats*](https://in.nau.edu/ocldaa/degree-program-expectations-how-to-guide/)*). Use the* [*Curriculum Map Guidelines*](https://in.nau.edu/ocldaa/degree-program-expectations-how-to-guide/) *to ensure you have addressed curriculum mapping aspects that will be reviewed by the College Curriculum and Assessment Committees (*[*Reviewer’s Forms*](https://nau.edu/Provost/Curriculum-and-Assessment/Curriculum-Proposal-Resources/Processes-and-Review-Forms/)*).* | 7. For new degree programs (excluding Minors and Certificates), include the new academic plan curriculum map reflecting the correlation of courses to the program student learning outcomes. See [*Curriculum Map Guidelines*](https://in.nau.edu/ocldaa/degree-program-expectations-how-to-guide/)for additional assistance. |
| 8.AcademicCatalog text and requirements:8a. Text to be displayed in the Academic Description field in the academic catalog (max 3 paragraphs): | 8a. Enter the Academic Description text (maximum three paragraphs) for the Academic Catalog. This text displays beneath the academic plan name in the academic catalog. |
| 8b. Text (including the marketing description) to be displayed on the “Career” tab in the academic catalog:*What Can I Do with the degree (max 3 paragraphs):**Career opportunities that might be pursued:**With further education, one of these paths is possible:*  | 8b. Enter the text for the Career Tab of the Academic Catalog. The Career Tab specifically addresses these three questions: 1. What can a student do with the degree (maximum three paragraphs)?
2. Career Opportunities that might be pursued.
3. With further education, one of these paths is possible.
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| 8c. Text to be displayed on the “Overview” tab in the academic catalog (max 3 paragraphs): | 8c. Enter the text for the Overview Tab of the Academic Catalog. *The program purpose statement, learning outcomes, and plan attributes will be imported automatically, so not necessary to duplicate them in this field.* |
| 8d. Plan requirements to be displayed on the “Details” tab in the academic catalog. If the plan requires an emphasis, include summary text for each emphasis | 8d. Enter the text for the Detail Tab of the Academic. This field will include all of the degree plan coursework requirements. |
| 8e. Attributes to be displayed on the Overview tab in the academic catalog:

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| Mathematics Required: |  |

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| --- | --- | --- | --- |
| Required | Not Required | Optional  | Recommended |
| **[ ]**  Additional Admission  Requirement | **[ ]**  Additional Admission  Requirement | **[ ]**  Additional Admission  Requirement | **[ ]**  Additional Admission  Requirement |
| **[ ]**  Additional Fees/Program  Fees | **[ ]**  Additional Fees/Program  Fees | **[ ]**  Additional Fees/Program  Fees | **[ ]**  Additional Fees/Program  Fees |
| **[ ]** Arizona Certification  /Endorsement | **[ ]** Arizona Certification  /Endorsement | **[ ]** Arizona Certification  /Endorsement | **[ ]** Arizona Certification  /Endorsement |
| **[ ]**  Comprehensive Exam | **[ ]**  Comprehensive Exam | **[ ]**  Comprehensive Exam | **[ ]**  Comprehensive Exam |
| **[ ]**  Dissertation | **[ ]**  Dissertation | **[ ]**  Dissertation | **[ ]**  Dissertation |
| **[ ]** Emphasis, Minor,  Certificate | **[ ]** Emphasis, Minor,  Certificate | **[ ]** Emphasis, Minor,  Certificate | **[ ]** Emphasis, Minor,  Certificate |
| **[ ]**  Fieldwork Experience /  Internship |  |  |  |
| **[ ]**  Foreign Language | **[ ]**  Foreign Language | **[ ]**  Foreign Language | **[ ]**  Foreign Language |
| **[ ]**  Legislative Internship | **[ ]**  Legislative Internship | **[ ]**  Legislative Internship | **[ ]**  Legislative Internship |
| **[ ]** Licensure, Certification,  Endorsement [Professional Licensure by State](https://nau.edu/compliance-and-authorization/public-disclosure-professional-licensure-by-state/) | **[ ]** Licensure, Certification,  Endorsement | **[ ]** Licensure, Certification, Endorsement | **[ ]** Licensure, Certification,  Endorsement |
| **[ ]**  Oral Defense | **[ ]**  Oral Defense | **[ ]**  Oral Defense | **[ ]**  Oral Defense |
| **[ ]**  Research | **[ ]**  Research | **[ ]**  Research | **[ ]**  Research |
| **[ ]**  Study Abroad | **[ ]**  Study Abroad | **[ ]**  Study Abroad | **[ ]**  Study Abroad |
| **[ ]**  Student Teaching/  Supervised Teaching |  |  |  |
| **[ ]**  Thesis | **[ ]**  Thesis | **[ ]**  Thesis | **[ ]**  Thesis |
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 | 8e. Enter the Maximum Math required to complete the proposed new degree. Also, select applicable check boxes to correspond with the plan attributes. For any attribute row, check only one from: “Required”, “Not Required”, “Optional”, or “Recommended”.  |
| 9. Check all campuses where the plan will be offered:

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| --- | --- | --- | --- | --- |
| Flagstaff [ ]  |  | Fully Online [ ] (Fully Online- all courses are offered online.) | Partially Online [ ] (Partially Online- some courses are offered online.) | Statewide [ ]  |

  List the Statewide Campuses where the plan will be offered:

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| --- | --- | --- | --- |
| **[ ]**  Estrella Mountain C.C.  | **[ ]**  Glendale C.C. | **[ ]**  Marine Corps Air Sta- Yuma. | **[ ]**  Mesa C.C. |
| **[ ]**  Mohave C.C. | **[ ]**  NAU-East Valley | **[ ]**  NAU-North Valley | **[ ]**  NAU-Yavapai |
| **[ ]**  Northland Pioneer College | **[ ]**  Paradise Valley C.C. | **[ ]**  Personalized Learning | **[ ]**  Phoenix Biomedical |
| **[ ]**  Phoenix College | **[ ]**  Pima C.C Community | **[ ]**  Pima C.C. Desert Vista  | **[ ]**  Pima C.C. Downtown |
| **[ ]**  Pima C.C. West | **[ ]**  Scottsdale C.C  | **[ ]**  South Mountain C.C. | **[ ]**  Yavapai College |

 | 9. Select the applicable check box to correspond with where the proposed new plan will be offered. If “Statewide” check box is selected, then also check the applicable campus(es). |
| Indicate whether this certificate will be available ONLY to students concurrently enrolled in a degree program, or will students be able to enroll in this certificate as a “stand-alone” certificate (e.g., without being concurrently enrolled in a degree program)10a. Offered ONLY if concurrently enrolled in a degree program? Yes [ ]       No [ ] 10b. Offered as a “stand-alone” certificate? Yes [ ]       No [ ] If yes, see 10c.10c. For “stand-alone” certificates: Will you be requesting Federal Financial Aid for students who attend this program? Yes [ ]       No [ ] If yes, please include 5 years of data/projected data for this certificate, and provide your recruitment plan to ensure adequate students will be enrolled. Please note this process may take one year to complete.

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| 5-YEAR PROJECTED ANNUAL ENROLLMENT |
|  | 1st yr. | 2nd yr. | 3rd yr. | 4th yr. | 5th yr. |
| No.Students |  |  |  |  |  |

Include your Recruitment Plan to ensure adequate students (at least 10 per year, if possible) are enrolled in the plan:  | **Answer 10 for Certificates only:**First, determine if the proposed certificate will be available only to students concurrently enrolled in a degree program at NAU, or if it will be available as a “stand-alone” certificate to students not concurrently enrolled in a degree program. If only available if concurrently enrolled in a degree program check Q.10a “Yes”. If also available as a stand-alone certificate, then check Q.10b. “Yes”, and also complete Q.10.c (including the five year projected data and recruitment plan).  |
| **Impacts to Other Academic Units or Programs**11a. Projected impacts to enrollments and courses in other academic units or programs: What is the expected impact on enrollments and offerings within other academic units or programs?11b. If other academic units or programs are impacted by this proposal, what discussions and actions have been taken for notification and/or resolution? | 11. When applicable, describe impacts on other academic units (departments). Refer to the information entered in Question 8d – Details Tab, and identify any courses being added that are offered by another academic unit (department). If determined that there may be impacts to other academic units (departments), describe and include evidence the impacted academic units (departments) have been notified and support the proposal. |
| 12. A major is differentiated from another major by required course commonality: 18\* units of the required coursework to complete the major must be unique, (i.e. not common or not dual use as a required element in another major), to that major. Does this plan have 18\* units of unique required credit? Yes [ ]     No [ ] \* If there are not 18 units unique, the program will need to justify why the major is not conforming to this requirement in one of two ways:1. The distinctiveness of the degree program must be evident through a well-articulated (1) Degree Program Purpose, (2) Degree Program Learning Outcomes, and (3) explanation for why the specified curriculum requirements are necessary for students to achieve the Degree Program Student Learning Outcomes as illustrated in the program’s Curriculum Map/ Matrix and narrative describing the design of the degree program curriculum.
2. Degree programs can prohibit students from earning dual majors/dual degrees if the dual majors/dual degrees do not conform to this requirement.  A prohibiting policy must be documented in the academic catalog for both majors/degrees.
 | **Answer 12-15 for Undergraduate Plans only:**Answer only the questions that are applicable to the type plan included in the proposal. Select the appropriate check box depending on whether the plan adheres to the University’s curriculum definitions (see [*Undergraduate Curricular Definitions*](https://policy.nau.edu/policy/policy.aspx?num=100201)). If NO, address the non-compliance and justify why the proposal should be approved.  |
| 13. An emphasis is differentiated from another emphasis by required course commonality: 15  units of the required coursework to complete the emphasis must be unique, (i.e. not common  or not dual use as a required element in another emphasis), to that emphasis. Do the  emphases each have 15 units of unique required credit? Yes [ ]     No [ ]  |
| 14. An undergraduate certificate is differentiated from another certificate by required course  commonality: 12 units of the required coursework to complete the certificate must be unique  (i.e. not common or not dual use as a required element in another certificate), to that  certificate. Does this certificate have 12 units of unique required credit? Yes [ ]   No [ ]  |
| 15. A minor is differentiated from another minor by required course commonality: 12 units of the  required coursework to complete the minor must be unique, (i.e. not common or not dual use  as a required element in another minor), to that minor.Does this minor have 12 units of  unique required credit? Yes [ ]    No [ ]  |
| 16. Graduate degrees are differentiated from one another by required curriculum and course  commonality: at least 12 units of required coursework to complete the degree must be unique  (i.e. not common or for dual use as a required element in another degree).  Does this degree contain at least 12 unique units of required credit? Yes [ ]    No [ ]  | **Answer 16-19 for Graduate Plans only:**Answer only the questions that are applicable to the type plan included in the proposal. Select the appropriate check box depending on whether the plan adheres to the University’s curriculum definitions (see [*Graduate Curricular Definitions*](https://policy.nau.edu/policy/policy.aspx?num=100205)*)*. If NO, address the non-compliance and justify why the proposal should be approved.  |
| 17. Emphases within a Graduate degree are differentiated by required curriculum and course  commonality: at least 9 units of required coursework to complete the emphasis must be  unique (i.e. not common or not dual use as a required element in another emphasis).  Do emphases contain at least 9 unique units of required credit? Yes [ ]    No [ ]  |
| 18. If this is a non-thesis plan, does it require a minimum of 24 units of formal graded  coursework?  Yes [ ]    No [ ]  If no, explain why this proposal should be approved. |
| 19. If this is a thesis plan, does it require a minimum of 18 units of formal graded coursework?       Yes [ ]    No [ ]  If no, explain why this proposal should be approved. |