

## New Academic Program Process (NAPP)

### NAPP Step 1: Academic Consultation Phase Checklist

This checklist has been developed to guide departments through the Academic Consultation Phase (NAPP Step 1). It serves to facilitate conversation between the academic department and the Vice Provost for Education. Please provide basic program information in Section A. The checklists in Sections B through E outline information that program directors will need to provide and/or discuss during their consultation with the Vice Provost for Education.

#### Section A: Basic Program Information

Proposed program name: \_\_\_\_\_

Program type: \_\_\_\_\_ Program level: \_\_\_\_\_

College(s): \_\_\_\_\_ Department(s): \_\_\_\_\_

Degree name as it will appear on the diploma: \_\_\_\_\_  
(i.e. Master of Letters, Bachelor of Humanities and Arts)

Program contact(s): \_\_\_\_\_

Program director and/or administrator: \_\_\_\_\_

Participants: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

#### Section B: Curricular & Pedagogical

- ☐ Articulate the background and rationale for the proposed program.
- ☐ Desired program start date: \_\_\_\_\_
- ☐ Prepare a complete curriculum with course names, numbers, units per course, course descriptions (for new courses), and total number of units.
- ☐ Describe the length of this program and whether full-time, part-time or both. (Fall and spring semesters are 15 weeks; full summer semester is 12 weeks.)
- ☐ Project the targeted initial enrollment and future enrollment (when full enrollment is achieved).
- ☐ Develop a list of core faculty who will teach/support the proposal/program. Indicate if new hires are required.
- ☐ Determine courses offered outside of the home department (if any).  
*Note: Written approval will be required from the other departments prior to NAPP Step 2.*
- ☐ Develop program calendar (add/drop dates, mid-semester and final grade due dates, etc.) If this program will follow a unique calendar different from CMU standards, explain rationale.
- ☐ Develop the program learning outcomes and assessments.

#### Academic Consultation Notes

☐ Done?

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### Section C: Program Specifications

- ☐ Where is the program to be offered? Current CMU location? New CMU location? Other?
  - If “other” non-CMU location, whose policies will rule? Academic, grade, grading, grade appeals, etc.
- ☐ Where will the faculty be located? In one location? In multiple locations? Discuss.
- ☐ Where will the students be located? In one location? In multiple locations? Discuss.
- ☐ Will any of this program be delivered using distance education? Distance education is defined as:
  - 100% residential
  - More than 50% by distance education
  - 100% distance education
- ☐ For discussion: Middle States and State Authorization implications for program locations beyond current CMU locations, distance delivery, etc.

☐ Done?

### Section D: Domestic or International Partnerships

- ☐ If the program will be a partnership with another institution:
  - Name of institution(s)
  - Name of accrediting body for the other institution
    - Attach copies of accreditation
  - Is it part of a dual degree? Exchange?
  - Will students from both institutions spend time at the other?
    - i.e. (CMU-> College X, College X-> CMU)
  - Contract or MOU agreement: If there is a contract with another institution, government or sponsor, the contract must be reviewed by the Office of General Counsel (contracts) or the Director of International Education (OIE exchanges). *\*Confidential information may be redacted as needed.*
    - Further review may be required by International Finance, Risk Management, the University Registrar, the Director of Student Financial Services and the Office of International Education before it is signed to ensure that the university is administratively able to accommodate provisions within the contract.

☐ Done?

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### Section E: Tuition and Fees

- ☐ Describe your model for tuition and fees and note any proposed deviations from the standard charges for tuition and fees for undergraduate or graduate students.

*Note: Mandatory fees for most full-time CMU students include orientation fee (freshmen only), activity fee, transportation fee, media fee (undergraduate only), and technology fee. Health insurance is also required.*

☐ Done?

### Comments/Action Items:

#### Internal Processing

If applicable, consult with these offices regarding this proposal:

- International Finance
- Office of General Counsel
- Office of International Education
- Other: \_\_\_\_\_

Copies of this completed document to be sent to:

- Vice Provost for Education
- Director of Accreditation & Strategic Initiatives
- University Registrar's Office
- Academic Department
- Other: \_\_\_\_\_