

New Academic Program Process (NAPP)

NAPP Step 2: Administrative & Implementation Phase

Offerings of academic degree/major programs require a significant commitment to students by the University and a formal planning process ensures that such commitment is met. The CMU Provost authorizes degree/major programs and confers the responsibility and authority for these programs on program faculty, the dean (as the chief academic officer of the school/college), and the vice provost.

UNIVERSITY REGISTRAR'S OFFICE USE

Program:

Location:

Start semester:

The NAPP planning process is structured to ensure that:

1. There is communication about the program with all of the impacted and responsible Carnegie Mellon units.
2. The proposal is reviewed through a structured governance process.
3. All of the elements necessary to make a program ready for student enrollment will be put in place by the time of implementation.

NAPP Step 1: Academic Consultation Phase

Departments planning to establish a new academic program will first set up an appointment with the Vice Provost's office for a NAPP Step 1: Academic Consultative, by contacting (insert address/contact info here) to discuss the proposed program. Information regarding this NAPP Step 1: Academic Consultation Phase may be found on the Enrollment Services website at www.cmu.edu/es/academic-program/step-two.html.

NAPP Step 2: Administrative & Implementation Phase

After NAPP Step 1 has taken place, the department should then provide the necessary information requested in this NAPP Step 2 form, obtaining all necessary approvals at the college/department levels before submitting the completed request to the University Registrar's Office. This form is to be used by departments who wish to:

- Create a new academic program (new degree and/or major track)
- Create a new For-Credit Certificate program
- Add a new location for an existing degree or program
- Add a new delivery modality for an existing degree or program (distance, hybrid learning: classroom/distance)
- Change the tuition structure of an existing degree or program
- Change the name or title of an existing degree or program

Programs that have an agreement, contract or Memorandum of Understanding (MOU) must first be reviewed by the Office of General Counsel before submitting this form. Contract approval does not constitute new academic program approval. Final approval can only be granted by the Provost's Office.

The NAPP Step 2 forms will be reviewed by the University Registrar and routed to the Provost's Office for final approval. Approval may take up to several months depending on the complexity of the program and additional approvals by related offices or departments.

NAPP Step 3: Notification Phase

Once final approval has been granted in NAPP Step 2, the department will be notified along with other departments which are involved in the implementation of the new academic program at CMU. The notification phase may involve several notification emails depending on the complexity of the new academic program.

Departments may not admit or publicize the new program on their website or in literature until final approvals have been granted and the new academic program code has been generated and assigned.

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Section A: Governance & College Approvals

The following section contains information required for ALL new requests. Please complete this section in its entirety.

College(s): _____

Department(s): _____

Contact Information

Program Director Name & Title: _____

Phone: _____ Email: _____

Program Administrator Name & Title: _____

Phone: _____ Email: _____

Please attach/include the following when submitting this request:

- NAPP Step 1: Consultation Phase Checklist
- Dean(s) Approval
- College Council(s) approval of **new program/degree**: Degrees, majors and minors offered by more than one department must submit approvals below

Department(s)	Department Head(s)	Department Head Signature(s)	Date	Dean's Signature	Date

- Departmental Approval for **course requirements** outside of home department ***(mandatory)** for courses taken outside of home department)

Department(s)	Department Head(s)	Dean's Signature	Date

Section B: Curricular & Pedagogical

Name of Program: _____

For new degrees, write as it will appear on the diploma (i.e. Master of Letters, Bachelor of Humanities and Arts)

Starting semester: _____

Targeted enrollment:

Initial target _____

Annual growth projection (%,#) _____

Full targeted enrollment _____

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Program type: _____)

If new degree, is it (*check all that apply*):

☐ New Major ☐ New Minor ☐ Primary ☐ Additional Major Only

Is this program part of a dual degree program? ☐ Yes ☐ No

If yes, please list college/university or department: _____

Length of program (in weeks): _____ (*spring & fall semesters: 15 weeks; summer semester: 12 weeks*)

Delivery method:

Is it possible that 50% or more of this program may be offered via distance modality? ☐ Yes ☐ No

If yes, what %? _____

Method of teaching delivery (*check all that apply*):

☐ Video ☐ Online synchronous ☐ Asynchronous ☐ Mixed
(*Different locations, real-time*) (*Pre-recorded video*)

Program level:

***If masters program, choose one program classification:**

Curriculum: Please complete the NAPP Step 2: Program Learning Outcome Summary and the NAPP Step 2: Curriculum Template (found online at www.cmu.edu/es/academic-program/step-two.html), which must include the following information:

- Program learning outcome summary
- Course name
- Course number
- Number of units
- Course teaching and delivery locations

Is any component of the coursework offered (*check all that apply*):

☐ Study Abroad ☐ Co-Op ☐ Exchange

Total number of units required for completion: _____

Normal number of units for which a student will register: _____ /semester

Maximum number of units for which a student may register: _____ /semester

Will the new academic program follow the Pittsburgh Academic Calendar? ☐ Yes ☐ No

If no, please attach academic calendar.

Graduate Handbook: Required for all graduate level programs. For a template, visit www.cmu.edu/graduate/faculty-resources.

List of faculty:

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Section C: Program Location

Please list all possible locations where this degree/program can be delivered to/from:
(i.e. Pittsburgh to, Qatar, Silicon Valley, etc.)

Pittsburgh _____ Other Location: _____
Other Location: _____
Other Location: _____

Is it possible to offer 50% or more of this program at another CMU location? ☐ Yes ☐ No

If yes, list locations: _____

Coursework delivery modality by location:

Location 1: _____	<input type="checkbox"/> Classroom	<input type="checkbox"/> Distance	<input type="checkbox"/> Both
Location 2: _____	<input type="checkbox"/> Classroom	<input type="checkbox"/> Distance	<input type="checkbox"/> Both
Location 3: _____	<input type="checkbox"/> Classroom	<input type="checkbox"/> Distance	<input type="checkbox"/> Both

Section D: Tuition & Fees Data Collection

The responsible department and/or college business manager will complete the NAPP Step 2: Tuition & Fees Data Collection form (located online at www.cmu.edu/es/academic-program/step-two.html) and submit the completed and signed form along with this document and other materials.

Section E: Agreement, Contract or Memorandum of Understanding (MOU)

For all requests where an agreement, contract or MOU is in place, an executed and signed copy of said agreement must be reviewed by the Office of General Counsel, approved and submitted with this request. Exchange agreements involving international institutions must be reviewed by the Office of International Education and approved by the Provost's Office.

**Confidential information may be redacted as needed.*

Section F: University Authorizations

University Registrar: _____	_____	Date: _____
	<i>Print Name</i>	<i>Signature</i>
Provost's Office: _____	_____	Date: _____
	<i>Print Name</i>	<i>Signature</i>

Administrative Use Only

Middle States Review

☐ No Action Required ☐ A _____
) _____ : _____ Date: _____

University Registrar's Office

Major Code: _____ Minor Code: _____ Degree: _____ CIP Code: _____
Associate Registrar Signature: _____ Date: _____
Program Code: _____
Assistant Registrar Signature: _____ Date: _____