

**Utah System of Higher Education**  
R401 Abbreviated Template Instructions/New Academic Programs  
22 October 2015

This Abbreviated Template is used for proposals for:

- New Certificates of Proficiency (except Institutional Certificates);
- New Certificates of Completion;
- New Minors;
- New Graduate Certificates;
- New K-12 Endorsements; or
- New Emphases within a Regent-approved degree.

*These programs are defined in detail in R401.3.11.*

The abbreviated template consists of a cover/signature page, two pages of brief narrative responses that describe the program being proposed, and one table.

- When preparing the full template, the institution must choose an appropriate CIP code. The Classification of Instructional Program or CIP code is a critical data element used by OCHE for data requests and reports. A list of CIP codes currently in use by USHE institutions is available upon request. For a complete list of CIP codes, see: [nces.ed.gov/ipeds/cipcode/Default.aspx?y=55](http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55).
- Each section contains prompts. Responding to the prompts ensures you have fulfilled R401 requirements set for the Regents as well as information that may be required by institutions' Board of Trustees and regional accrediting agency.
- The template must be completed fully. If there is a section that does not apply, type N/A. Note: Additional information may be requested in order to evaluate any proposal or reports submitted. For approvals requiring only an abbreviated proposal, the Commissioner reserves the right to require a more detailed proposal, including a full proposal, if questions or concerns are raised.
- Narrative should be written in a formal style, using third person.
- Proposals must be transmitted by the Chief Academic Officer or his/her designated representative. Institutions should e-mail the completed abbreviated template document to [academicaffairs@ushe.edu](mailto:academicaffairs@ushe.edu).
- The institution is responsible for maintaining a record of the submission as the OCHE Academic and Student Affairs office is not responsible for storing electronic copies of submitted proposals.

#### **Formatting Guidelines**

- Click in date fields to access calendar tool.
- Click Control + E within a text box to open text formatting controls.
- Text can be composed in word processing software, then cut and pasted into the text fields.
- Please direct questions or comments to Cynthia Grua (801-321-7152, [cgrua@ushe.edu](mailto:cgrua@ushe.edu)) or Jessica Miller (801-321-7126, [jmiller@ushe.edu](mailto:jmiller@ushe.edu)).