

Utah System of Higher Education
R401 Template Instructions
May 2016

The Full Template is used for:

- New Associate of Applied Science Degrees;
- New Associate of Arts, Associate of Science, and Specialized Associate's Degrees;
- New Baccalaureate Degrees including new degrees with emphases;
- New Master's Degrees including new degrees with emphases;;
- New Doctoral Degrees; or
- New K-12 Personnel Licensure Programs.

The Abbreviated Template is used for:

- Certificates of Proficiency (both entry- and mid-level);
- Certificates of Completion;
- Minors;
- Graduate Certificates;
- K-12 Endorsement Programs; or
- NEW Emphasis/es for existing Regent-Approved Programs.

The New Unit Proposal Template is used for:

- New Administrative Units;
- New Centers;
- New Institutes;
- New Bureaus; or
- Conditional Three-Year Approval for New Centers, Institutes, or Bureaus.

Program Change Template is used for:

- Name Change of Existing Program;
- Program Restructure with or without Consolidation;
- Program Transfer to a new Academic Department or Unit;
- Program Suspension;
- Program Discontinuation; or
- Reinstatement of Previously Suspended Program.

Unit Change Template is used for:

- Name Change of Existing Unit;
- Administrative Unit Transfer or Administrative Unit Restructure (with or without Consolidation);
- Administrative Unit Suspension or Administrative Unit Discontinuation;
- Reinstatement of Previously Suspended Administrative Unit or Reinstatement of Previously Discontinued Administrative Unit.

These academic programs and units are defined in detail in R401.3.9 and R401.3.12.

<http://higheredutah.org/policies/r401-approval-of-new-programs-program-changes-discontinued-programs-and-program-reports/>

Template Format

R401 templates consist of a cover/signature page, a few pages of brief narrative responses that describe, in detail, the program being proposed, and, if applicable, program curriculum and finance tables.

- When preparing the R401 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.
- 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 the 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 proposals or reports submitted.
- Narrative should be written in a formal style, using third person.
- Proposals must be signed and transmitted by the Chief Academic Officer or his/her designated representative. Institutions should e-mail the completed Template document to academicaffairs@ushe.edu.
- The institution is responsible for maintaining a record of the submission.

FAQs

- Why won't the form open?
 - The template must be opened in Adobe; some browsers will not open the template. If this happens, you must first save the template to your desktop, open Adobe, and then open the file from within the Adobe program.
- How do I access a calendar?
 - Click in date fields or drop down menu to access the calendar tool.
- How do I format within a text box?
 - Click Control + E within a text box to open text formatting controls.
- Can I use Word first?
 - Text can be composed in word processing software, then cut and pasted into the text fields.
- How do I show that a student must take one or two courses out of a selection of courses rather than list each course individually?
 - In a Program Curriculum Table, you can select "Add a Group of Courses" and then fill in the table. For instance, you could write "Choose 2 of the following courses." Then list each course that counts for that grouping. However, do not put in the # of credits for each course as this will total each course. Rather, only put in the total credit for that grouping. For example, if a student must choose only two out of a course grouping, only list the total credits for two courses in the group. This way you will not be adding unintended additional credits to the program. See Fig. 1 below.

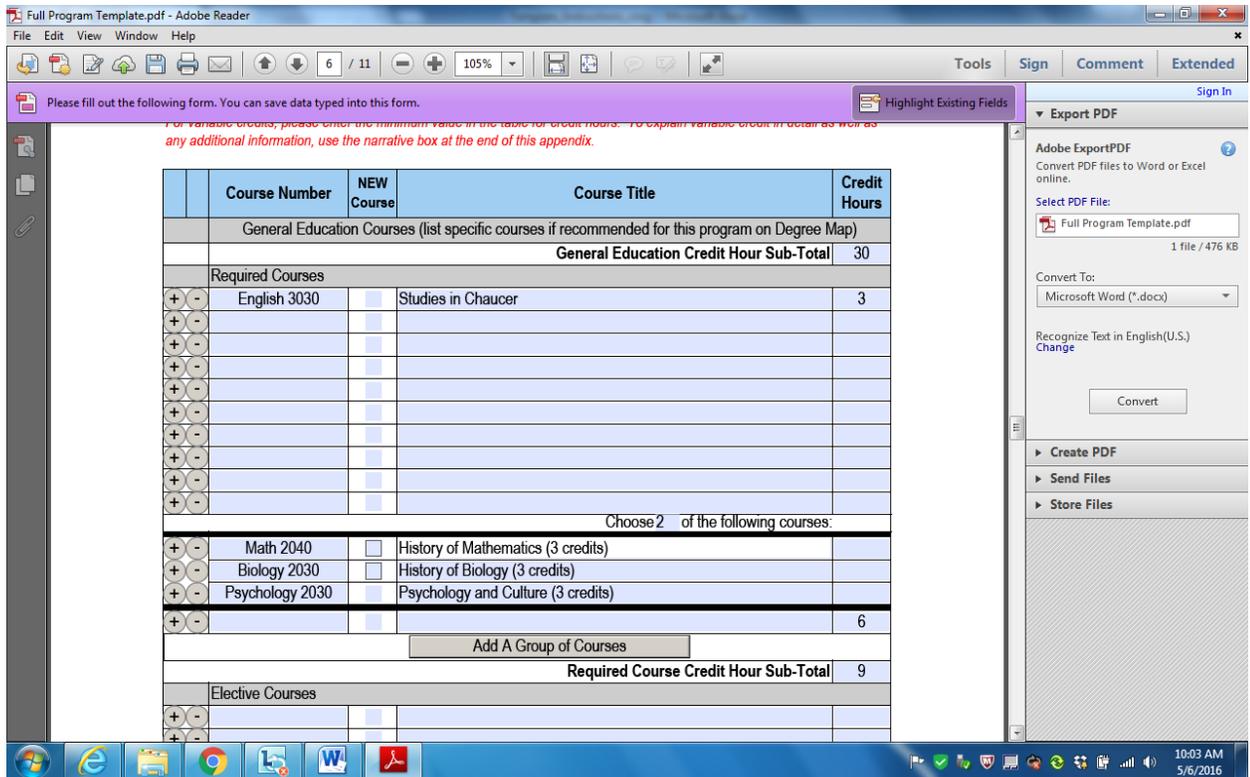


Fig 1: Adding a group of courses

- How do I add an emphasis?
 - In the Program Curriculum Table, select "Add an Emphasis," and then fill out the table, which will include the name of the emphasis along with courses required for that emphasis.

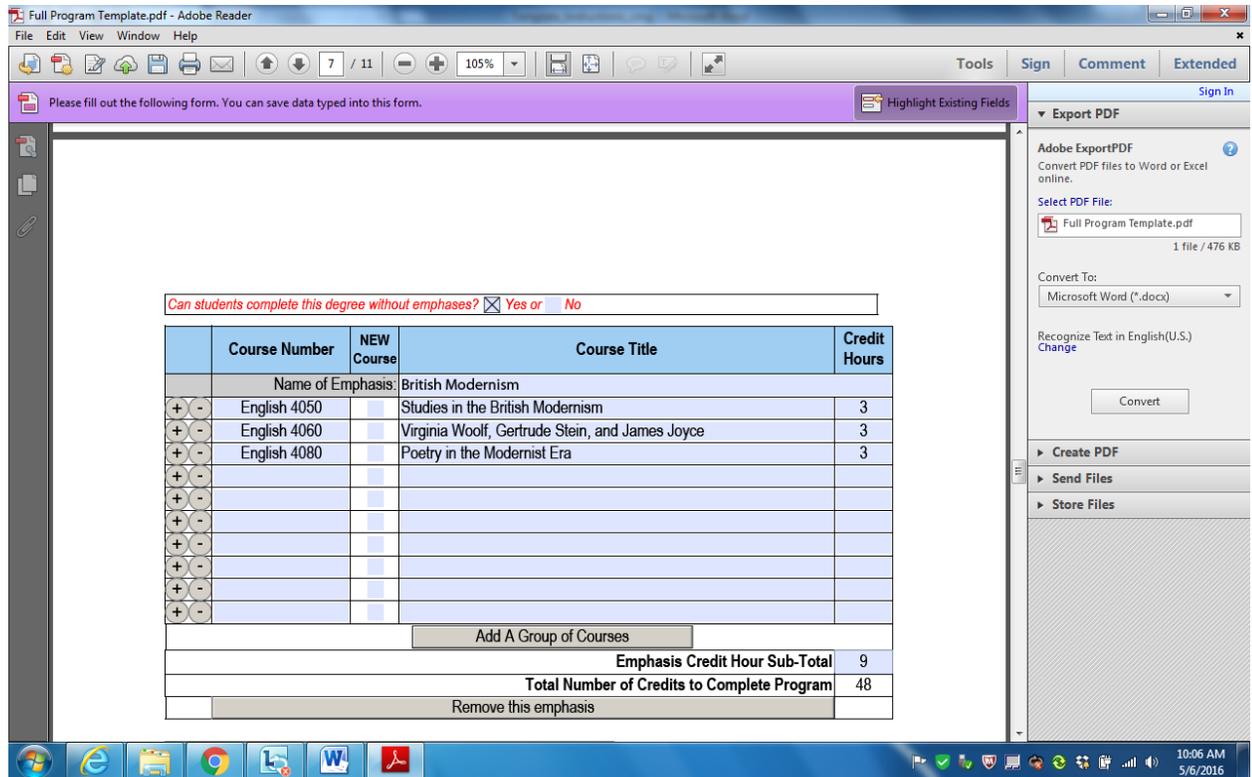


Fig 2: Adding an Emphasis

- How do I create a degree map?
 - You have two options in creating a degree map. The first is to select "Toggle Cut-and-Paste," which provides you the opportunity to cut and paste your own degree map into the text box. Or, you can select "Toggle Table," which allows you to create the degree map in a table.
- In the Projected Program Participation and Finance Table, how do I report department financial data?
 - The cells will automatically add in additional funding, so it is important to account for any addition to the base budget (the year preceding program implementation) in *each year*. For example, list one-time expenses, such as the purchase of computers, in the year the expense will be incurred. List ongoing expenses, such as faculty hires, in every year the expense will be incurred.
- How do I submit the proposal?
 - Once the proposal is complete, the form must be saved in the following format "Institution acronym_Nature of proposal_Date (Ex. USU_NEW BS, Special Education emphasis in Drafting_050616) and then submitted as a pdf. The form cannot be printed as a pdf and then submitted as it will affect importing the form into the USHE database.
- Please direct additional questions or comments to Jessica Miller (801-321-7126, jmiller@ushe.edu) or Cynthia Grua (801-321-7152, cgrua@ushe.edu).