Key Considerations for Creating Academic Plans

This document provides guidelines to create academic plans. First, you will need to identify the action you want to take, so that you submit the appropriate form through Kuali Curriculum Management (CM). Second, address the considerations listed below to write a compelling proposal. After your Academic Plan proposal is approved, you will enter the curriculum development phase, which leads to implementation. On page two, a step-by-step flowchart illustrates what it takes to move an Academic Plan submission from conceptualization to implementation.

A. Identify the action you want to initiate

Submit academic plan proposals in Kuali CM to initiate any of the actions listed below. Submissions that pass the internal college or school review must be moved by the dean or dean's designee to the next approval level in Kuali CM, Office of the University Provost Review, by the April 30 due date. To request access to Kuali CM or training regarding proposal submissions, contact curriculumplanning@asu.edu.

New Program

Establish a degree, minor, concentration or certificate, or a new offering of an existing degree

From the Kuali CM homepage, select Academic Strategic Plans > New Academic Strategic Plan > Program > Proposal Type

Update Program

Rename, move or disestablish a degree, minor, concentration or certificate

From the Kuali CM homepage, search for the program that is to be modified. Select Propose Changes > Modification Type (under Program Modification section)

Organizational Unit

Establish, disestablish or rename a department, division, school or college

From the Kuali CM homepage, select Academic Strategic Plans > New Academic Strategic Plan > Organizational Unit

B. Consider the following tips while preparing your academic plan submission

Writing Style

Write for an intelligent audience that is external to ASU, using formal voice. Do not use first-person pronouns (I, me, my, we, us). Also avoid the use of acronyms, except when referring to common degree types (MA, BS, PhD). If an acronym is required, first define the acronym and use the abbreviation thereafter.

University Funds

To request university funds to implement a change (new faculty, new academic or office space, renovations, capital equipment), complete the Academic Plan Resources form to document the need.

Program Fees

Proposed program fees must be reviewed and approved through the current budget and tuition/fee approval process. Please contact Sheila Ainlay, Vice Provost of Planning and Budget, to begin these discussions. More information is available here: Differential Tuition/ Program Fee Requests: Student Consultation Guidelines. Please indicate in your ChangeMaker submission whether the new program will fall under an existing fee structure or it will be a newly proposed fee.

Assessment Plans

Submit assessment plans for new degrees and concentrations directly to the University Office of Evaluation and Educational Effectiveness via the Assessment Portal by the July 31 due date. Assessment plans are not needed for minors or certificates. Address learning outcomes, concepts, competencies, assessment methods and measures. Direct any questions to assessment@asu.edu or (480) 727-1731.

Market Need

Submit an analysis of the job market need for proposals related to a degree, minor, concentration, certificate or new unit. Specifically, address the following points (include statistics and source attributions): job market, intended careers and comparable academic programs (at other institutions). Tools and resources such as EMSI Analyst, Burning Glass and the Bureau of Labor Statistics might be used to provide this data.

Digital Immersion

In order to offer programs via digital immersion, separate approval is required; this is managed by EdPlus. To begin the digital immersion approval process, submit the "Request Digital Immersion" Kuali Build form. Contact EdPlus at edplusprogrammanagement@asu.edu for additional information.

Avoid Duplicate Submissions

Approved actions have a three-year lifespan, allowing time for implementation. To verify previously approved submissions that have not yet been implemented, please sign in with your ASURITE to see the following GoogleDocs:
- Degree Program Implementation Tracking
- Concentration, Minor and Certificate Implementation Tracking

Best Practices

C. Follow these steps for academic plan and curriculum development processes

Academic Plan: Approval to Plan

step 1
Prepare Academic Plan Submission
At the department or school level.

step 2
College or School Finalizes Academic Plan
At the college or school level. Dean or Dean's designee forwards proposals to the Provost via Kuali CM.

step 3
Provost Reviews Academic Plan Submission
Anticipate this process to take six months. Note that ABOR approval is required to establish, disestablish or rename degree programs and for any requests pertaining to academic units.

step 4
Provost Issues Plan Approval
The Provost's approval to plan is not a guarantee for implementation. Approved actions must be implemented within three years.

Curriculum Development: Approval to Implement

step 5
Unit Develops Full Proposal
Graduate proposals are reviewed by the Graduate College and University Graduate Council. The Office of the University Provost reviews undergraduate proposals.

step 6
University Senate and Curriculum and Academic Programs Committee (CAPC) Review

step 7
Provost Issues Final Approval
Changes may not be implemented or advertised until notification of final approval.

Need Help? Contact Us

General questions should be directed to curriculumplanning@asu.edu. Other questions should be directed as indicated below.

- Graduate programs – Elizabeth Wentz
- Undergraduate programs – Anne Jones
- Organizational changes – Anne Jones
- Assessment plans – assessment@asu.edu
- Program fees – Sheila Ainlay
- Digital immersion – edplusprogrammanagement@asu.edu
- Centers or institutes – centers-institutes@asu.edu
- EMSI Analyst – Jennifer Malerich

*To request a new center or institute, please see www.asu.edu/about/centers-institutes/proposal-changes-process. These requests are not part of the academic plan in Curriculum ChangeMaker.