Please complete all fields. Boxes may be expanded to accommodate longer responses. Clarifying field descriptions can be found below.

University:

|  |
| --- |
| **Name of Organizational Unit:** |
| **Academic Department:**  The name of the academic department or college in which the organizational unit will be located |
| **Geographic Site:**  The physical site (campus, extended campus, etc.) where the organizational unit will be located |
| **Inception Term:**  New organizational units are declared as official on July 1 annually. |
| **Brief Description:**  A short outline of the activities that the organizational unit will perform. Please include, as applicable, a list of the degree and certificate programs that the unit will offer with estimates of the number of students served; an outline of research activities; public service and other significant activities. |
| **Reason for Establishing the Organizational Unit:**  Please briefly explain why the organizational unit is being created: |
| **Resources:**  Please provide information about the personnel and infrastructure required to create this new unit, an estimate of the costs associated as well as where the funds will come from. |
| **Academic Department(s), Program(s) & Course(s):** Include the official names of all other academic organizations, programs, and courses (with prefix and number) that will be transferred to the new unit. Please use full names as they appear in the academic catalog and include associated budget/org numbers. |
| **Transfer Student Consideration**: Please explain how you have planned and evaluated the changes you requested in the context of mitigating the complexity of the transfer pathway/curriculum, supporting transfer student success, and ensuring transferability of course work from Arizona community colleges. |