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

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| --- |
| **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 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, and identified sources of funds.  |
| **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 titles from the [academic catalog](https://catalog.arizona.edu/resources/about/college-school-department) and include associated budget/org numbers. Changes will be effective fall term of the given year.  |
| **Transfer Student Consideration**: Please explain how you have planned and evaluated these requested changes 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. |