**Request to Establish a New Academic Organizational Unit**

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

**University:**

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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 |
| **Proposed Inception Term:**  The term and year in which the new organizational unit will begin operating |
| **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, and an estimate of the costs associated. |