

U. Academic Program Approval Process

Created November 2015

Modifications to existing undergraduate programs or majors are ordinarily approved by Committee on Curriculum and Educational Policies (CCEP). Modifications to existing graduate programs or majors are ordinarily approved by Graduate Council. Approval of new programs or majors will ordinarily follow this process unless circumstances warrant an expedited process, determined in consultation with the Board of Trustees. New programs/majors requiring significant new human, space, and/or financial resources may also require additional discussion, review and approval beyond this process prior to approval by the Board of Trustees.

1. Program/major idea comes to relevant Dean. If the Dean determines, in consultation with the chair where applicable, that the idea has merit, a New Program/Major Proposal Form is completed to include:
 - General description of program/major
 - Overview of new resources required and any resources that might be reduced or reallocated
 - Evidence of interest by students
 - Information about job market
2. New Program/Major Proposal Form is sent to ALC members prior to a presentation to ALC by the appropriate Dean. The presentation may also include the chair and faculty members as appropriate.
3. ALC may choose to:
 - a) decline proposal
 - b) defer proposal for consideration at a later date
 - c) request additional information for continued consideration; or
 - d) recommend that the proposal be forwarded to Cabinet for review and discussion.
4. Provost communicates ALC's action regarding each proposed program/major to Cabinet along with program/major proposal.
5. Cabinet may choose to:
 - a) decline proposal
 - b) defer proposal for consideration at a later date
 - c) request additional information for continued consideration which may include a pro forma and implementation timeline
 - d) request a formal market study, prepared internally or externally, as appropriate
6. Provost communicates Cabinet action to ALC. In the case of (c) and/or (d), the appropriate Dean, in consultation with the chair, faculty, marketing and fiscal operations as appropriate will be charged with the responsibility to coordinate requested information for Cabinet review.

Employee Handbook

7. Cabinet may choose to:
 - a) decline proposal
 - b) defer proposal for consideration at a later date
 - c) recommend proposal for implementation to Institutional Programs Committee (IPC)

Should Cabinet choose to further the new program/major proposal, the Provost and Dean will present the proposal to the Institutional Programs Committee of the Board of Trustees which reviews the program/major proposal for consistency with MSJ Mission and strategic plan. In the event that the proposed program is anticipated to involve significant financial, operational, space and/or incremental human resources, additional board committees such as Audit/Finance, Building, Plant & Technology, and Enrollment & Marketing may be consulted prior to IPC declination or recommendation.

8. IPC may choose to:
 - a) Request additional information regarding the program/major
 - b) defer proposal pending additional discussion by Board committees as appropriate
 - c) decline proposal
 - d) recommend the program/major for full Board approval
9. Upon approval of the Board of Trustees, appropriate Dean and faculty submit curriculum for approval to CCEP or Grad Council and inform ECFA of approval.
10. Upon approval of curriculum, final program information is submitted to Marketing, Admission.

Differences Between: Degree, Program and Major

1. Degree is what is on the diploma: AA, BA, BS, MA, MS, DNP etc.
2. Program – leads to a credential: minor, degree, certificate, concentration, track
3. Major – area of undergraduate study; group of courses leading to a degree