

U. New Academic Program Approval Process

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Approval of new programs will ordinarily follow the process below unless circumstances warrant an expedited process, determined in consultation with President's Cabinet. New programs 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.

Note that modifications to existing undergraduate programs are ordinarily approved by Committee on Curriculum and Educational Policies (CCEP). Modifications to existing graduate programs are ordinarily approved by Graduate Council.

1. Program idea comes to relevant Dean. If the Dean determines, in consultation with the chair where applicable, that the idea has merit, a New Program Pre-Proposal form is completed, signed by the Dean and submitted to the Provost's Office
2. If approved by the Provost's Office to go forward, a full New Program Proposal form will be completed under the supervision of the relevant Dean and submitted to the Provost's Office.
3. After review by the Provost's Office, the New Program 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.
4. ALC may choose to:
 - a) decline the proposal
 - b) defer the 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
5. Provost communicates ALC's action regarding the proposed program to Cabinet along with the program proposal.
6. Cabinet may choose to:
 - a) Decline the proposal
 - b) defer the proposal for consideration at a later date
 - c) request additional information for continued consideration
 - d) request a formal market study, prepared internally or externally, as appropriate
 - e) Recommend the proposal for immediate implementation to the Student Experience Committee of the Board of Trustees

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.

Should Cabinet choose to further the new program proposal, the Provost and Dean will present the proposal to the Student Experience Committee of the Board of Trustees which reviews the program 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 SEC declination or recommendation.

7. SEC may choose to:
 - a) Request additional information regarding the program
 - b) defer proposal pending additional discussion by Board committees as appropriate
 - c) decline proposal
 - d) Send a resolution to the full Board recommending the program for approval

8. Upon approval of the Board of Trustees, the appropriate Dean and faculty submit curriculum for approval to CCEP or Grad Council and inform ECFA of approval. They must also provide notification or seek the required approvals from state and regional accreditors.