

Policy Number	116.001
Policy Title	ACADEMIC PROGRAM APPROVAL POLICY
Responsible Officers	Provost
Responsible Offices	Office of the Provost
Summary	This policy outlines the appropriate steps for the review, approval, and development of new degree programs.
Definitions	<p>Academic Programs: Offered courses of study leading to conferral of a degree or other credential. . (Undergraduate majors as part of a BA or BS are considered academic programs; undergraduate minors are not.) A <i>new</i> academic program may refers to any such course of study meeting one of the following criteria:</p> <ul style="list-style-type: none"> • A course of study 30 hours or more leading to a credential not currently offered. • A course of study less than 30 hours leading to a credential when more than 50% of the required credits would come from new courses. • A course of study of any length leading to a credential already offered when the program will be delivered in a new modality or location
Approving Body	Academic Council; Administrative Council
Approval Date	116.000 May 1, 2017; May 8, 2017 116.001 Aca C (03.07.2022); Admin C (02.25.2022)
Last Revision	March 2022
Re-evaluation Date	Fall 2025
Departmental Impact	All academic and administrative areas of the university

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

All new academic programs leading to a new field of study, degree, or major and/or a new degree must go through a series of internal and external review and approval processes before the program may be implemented and marketed to potential students. This policy outlines the basic steps an academic unit must take to obtain the appropriate levels of approval. While the idea for a new program may emerge from a variety of sources, this process seeks to ensure that faculty, deans, administration, and the Board review the proposed program for viability, need, and mission fit.

A formal proposal is required when academic units consider adding a new degree or major program to the curricula of the institution. The proposal template is provided by the Office of the Provost. The procedure to be followed in developing the formal proposal is listed below.

The responsibility for developing a new degree or major program resides with the faculty in each academic unit; however, new programs should have the potential to increase enrollment, contribute financially to the University, and enhance the mission of CIU.

The college dean should review all proposals before they are submitted to the next higher administrative level. The Provost shall be responsible for reviewing proposals and providing any needed internal and external coordination of procedures. This shall include making appropriate recommendations to the President of the University on program proposals which are transmitted to the Board of Trustees for action. The Office of the Provost shall keep department (library, institute, school, or college) heads informed of the current status of proposals as they move through the review stages required by governance procedures.

The Board of Trustees requires the submission of a prospectus and a formal proposal in support of a new degree or major program. The proposal should be consistent with the University mission and follow the format in the template provided.

All proposals will be submitted by deans of respective colleges directly to the Office of the Provost. Proposals for all new programs will be reviewed by the University Curriculum Committee and subsequently forwarded with a recommendation to the University Faculty for consideration. University Faculty approval of proposals are forwarded to the Office of the Provost who will transmit the same to the President of the University for consideration. The President will transmit prospectuses to the Board of Trustees with his or her recommendation.

Rationale

CIU's program approval policy was developed to provide a reasonable and effective method of program development, consideration, and approval. University procedures provide mechanisms for ensuring that consistent and coordinated decisions are made concerning program development and resource allocation. The underlying principle that informs the entire program approval process is that academic decisions at a university are best made in a collegial fashion, with full and open discussion among all relevant parties at the departmental, college/school, campus, and university levels. The final responsibility for program approval within the university rests with the Board of Trustees.

Policy Procedures

- An idea for a new program may originate with faculty members, deans, the Provost, the President, the Board of Trustees, or others.
- The Academic Council reviews and discusses the initial idea and provides input to the dean of the college in which the program resides.
- The faculty of the college begins work on a proposal for the program.
- The dean of the college informs The President's Cabinet, the Academic Council, and the SACSCOC liaison that work on a proposal is in process and seeks input regarding feasibility, necessary resource allocation, and approvals expected to be required by institutional or program accreditors.
- Vice President Enrollment and Marketing reviews to assess program need within the market and estimates recruiting potential for the program (may use outside consultant).
- Chief Financial Officer reviews for financial impact and confirming estimated cost of the new program.
- After the faculty of the college approves the proposal, the dean completes a New Program Proposal and submits it to the Curriculum Committee for review.
- The Curriculum Committee reviews the New Program Proposal, makes recommendations for adjustments, and returns the proposal to the faculty of the college in which the program resides.
- The college faculty reviews the recommendations of the Curriculum Committee, makes any adjustments it deems appropriate, and submits the proposal to the Provost for review by the University Faculty.
- The University Faculty reviews and acts on the proposal.
- After the University Faculty approves the proposal, the Provost reviews it and forwards it to The President's Cabinet for review.
- After The President's Cabinet reviews the proposal, the Board of Trustees reviews and approves the program.
- After the Board approves the program and makes budgetary allowance for it, the Academic Council, with input from the SACSCOC liaison, reviews whether the new program constitutes a substantive change and requires approval from accrediting agencies or just notification of any accreditor.
- After the necessary accrediting agencies approves the program, the Provost authorizes the steps needed for implementation.

Hyperlinks

www.ciu.edu/policy