



# UNIVERSITY OF NORTH FLORIDA

<b>Policy Number</b>	<b>Subject</b>	<b>Effective Date</b>	<b>Revised Date</b>
	New Degree/Major Programs	11/2002	6/2007
<b>Responsible Unit/Division:</b> Academic Affairs			
<input type="checkbox"/> New Policy Proposal <input checked="" type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

## I. OBJECTIVE & PURPOSE

This policy establishes the process that will be used in developing new degree/major programs at the University of North Florida. It provides a sequence of steps that must be followed to ensure that thoughtful and due consideration is given to each newly proposed degree or major.

## II. STATEMENT OF POLICY

Each proposal for a new degree or major must demonstrate that the degree/major will fit within the mission of the institution, has sufficient need to justify it being added to the University's curriculum, and that the resources are available to ensure the quality of the program. In addition the department presenting the proposal must demonstrate that the degree/major will follow acceptable professional standards for the discipline.

## III. STATEMENT OF PROCEDURES

There are five phases, spanning a little over two academic years, for the approval and implementation of new degree programs at the University of North Florida. The first four phases are associated with the approval process and the fifth is associated with program implementation. A brief description of each phase follows and a more detailed timeline can be found at the end of this section.

### **Phase One: Getting the proposed degree program on the master plan**

The process typically begins during the summer semester and coincides with the annual report and creation of the Academic Affairs's strategic plan for the upcoming academic year. In order for a degree program to be added to the master plan, it must meet the following:

- Is a component of a departmental strategic plan;
- Is a component of a college strategic plan; and
- The respective department chair and dean draft a narrative outlining how the new degree program meets the mission of the institution, academic affairs, college and department. In addition to the narrative, the introduction section of the *BOG Request to Offer a New Degree Program* must be completed and submitted to the Provost for review and approval. [Note: In the case of graduate programs, the graduate dean receives the introduction section first for review and approval]

Once a degree program is added to the new degree master plan, the degree proposal process must be completed within a five year period. Once the five year limit has been reached the potential program will be removed from the new degree master plan.

### **Phase Two: Getting the proposed degree program through university governance**

Phase two will typically occur during the fall semester. The department chair completes the *BOG Request to Offer a New Degree Program* and discusses the document with the college dean and the Graduate Dean, if appropriate. If approved by the dean(s), the chair will submit the new degree proposal to the Academic Affairs Program Review Committee for review and approval. After the complete proposal is edited as necessary, the college dean discusses the merits of the proposal along with budget implications with the Provost. The dean will also prepare the new degree program implementation budget request for presentation at the Academic Affairs Budget Committee meeting in mid-February. For professional and doctoral degree proposals, a formal written review by a qualified external consultant is required prior to consideration by the Academic Affairs Review Committee.

### **Phase Three: Getting the degree program proposal through faculty governance**

Phase three should begin by the spring semester. The department chair will submit the proposal to the college curriculum committee for review and approval. Once approved, the proposal can be submitted to the Faculty Association Academic Programs Committee (APC) for review and approval. Provided the proposal is approved, the proposal will be added to the Faculty Association agenda for a vote. If the Faculty Association approves the proposal, it will be sent to the Provost. The Provost will discuss the proposal with the president.

#### **Phase Four: Submitting the proposed degree program proposal to the Board of Trustees**

If the President approves the degree proposal, the Provost and college dean will submit the proposal to the Educational Policy Committee (EPC) of the Board of Trustees. If the EPC approves the proposal it will be moved forward for review and approval of the full Board of Trustees (BOT). After the BOT approves the proposal, the Florida Board of Governors will be notified. If the degree proposal is for a doctoral program, then it also must receive approval by the Florida Board of Governors.

If necessary, the last step for final approval is the submission of a SACS substantive change prospectus. If substantive change is not required, then the program is ready to begin the implementation phase.

#### **Phase Five: Implementation of the new degree program**

To implement a program the department must follow the APC guidelines for implementation of new programs. This normally entails the department chair or designee to complete the appropriate APC-1 and APC-3 forms. The forms are first submitted to the college curriculum committee and then forwarded through the process outlined on the faculty association web site.

## Timeline for Submission of New Degree Proposals

Academic Affairs \* June 5, 2007

### Phase One: Getting the proposed degree program on the master plan

#### *Summer 1 (Summer 2007, e.g.)*

- The degree program to be proposed is a part of the department's Strategic Plan
- The degree program to be proposed is a part of the college's Strategic Plan
- The department chair writes the introduction section of the BOG Request to Offer a New Degree Program
- The department chair discusses the proposal with the college dean and together they draft a narrative outlining how the new degree program meets the mission of the institution, academic affairs, college and department. In addition to the narrative, the introduction section of the *BOG Request to Offer a New Degree Program* is completed.
- *For a graduate program:* If the college dean approves, the college dean and department chair discuss the proposal with the Graduate Dean
- The college dean discusses the proposal with the Provost
- If the Provost approves, the proposed degree program is added to the New Degree Master Plan *and* if applicable, SACS is notified of the intent to pursue the approval of a new degree program

### Phase Two: Getting the proposed degree program proposal through university governance

#### *Fall Semester 1 (Fall 2007, e.g.)*

- The department chair completes the rest of the BOG Request to Offer a New Degree Program
- The department chair discusses the complete proposal with the college dean
- *For a graduate program:* If the college dean approves, the college dean and department chair discuss the complete proposal with the Graduate Dean
- The department chair submits the complete proposal to the Academic Affairs Program Review Committee
- After the complete proposal is edited as necessary, the college dean (and, if a graduate program, the graduate dean) discusses the proposal with the Provost
- The college dean prepares the new degree implementation budget request for presentation at the Academic Affairs Budget Committee meeting in mid **February**

### Phase Three: Getting the proposed degree program proposal through faculty governance

#### *Spring Semester 1 (Spring 2008, e.g.)*

- The department chair submits the proposal to the college curriculum committee
- If the college curriculum committee approves, the department chair secures any additional necessary signatures and submits the proposal to the Faculty Association's Academic Programs Committee

- If the APC approves, the proposal is put on the agenda for a Faculty Association meeting
- If the Faculty Association approves, the proposal is submitted to the Provost
- The Provost discusses the proposal with the President

#### Phase Four: Getting the proposed degree program proposal through the Board of Trustees

##### *Summer 2 (Summer 2008, e.g.)*

- If the president approves, the provost and college dean present the proposal to the Educational Policy Committee of the BOT
- If the EPC approves, the proposal is submitted to the Board of Trustees
- If the proposal is not for a doctorate, and if the BOT approves the new degree proposal, the new degree is formally approved
- If the program is for a doctoral program, the new degree proposal is submitted to the Board of Governors. If the BOG approves, the new degree is formally approved
- If appropriate, at this point a Substantive Change Prospectus is submitted to SACS.

#### Phase Five: Implementation of the new degree program

##### *Fall Semester 2 (Fall 2008, e.g.)*

- The department chair writes the APC3 for implementation of the program and the APC1s for implementation of the new courses for the program
- The department chair submits the APC forms to the college curriculum committee
- If the college curriculum committee approves, the department chair secures all the other signatures necessary on the forms (college dean(s) and Graduate Dean) and submits the APC forms to the Faculty Association's Academic Programs Committee
- If the APC approves, the proposed degree plan and courses are put on the agenda of a Faculty Association meeting
- If the Faculty Association approves, the new degree is added to UNF's offerings and catalog copy is prepared

##### *Spring Semester 2 (Spring 2009, e.g.)*

- Through discussion with the Provost, the college dean ensures that pre-allocated resources are ready for the new degree to be implemented

##### *Spring Semester 2 and Summer 3 (Spring 2009 and Summer 2009, e.g.)*

- The new degree program is advertised and students are recruited
- Needed resources are secured
- Courses are planned and scheduled for offering in the fall semester

##### *Fall Semester 3 (Fall 2009, e.g.)*

- The new degree is launched