



UNIVERSITY OF NORTH FLORIDA

Policy Number	Subject	Effective Date	Revised Date
2.0040P	New Degree / Major Programs	11/2002	6/2007
Responsible Unit/Division: 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 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 the department strategic plan;
- Is a component of the college strategic plan; and
- The 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 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 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 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.

Phase Three: Getting the proposed 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 doctorate 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.