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**MEMORANDUM**

**DATE:** September 8, 2015  
**TO:** Deans  
**FROM:** Gary Perry, Provost and   
Vice President for Academic Affairs  
**SUBJECT:** New Academic Degree and Other Program Approval

(1) **PURPOSE:** Florida Atlantic University Regulation 3.002, New Academic Degree Program and Other Academic Program Approval, stipulates that the Florida Atlantic University ("FAU") Board of Trustees ("BOT") shall ensure that university policies and procedures for degree program planning and approval are consistent with the Florida Board of Governors ("BOG") Regulation 8.011, Authorization of New Academic Degree Program and Other Curricular Offerings. The BOG Regulation states that these policies will include at a minimum:

"(A) A formal process for determining degree programs that the university will explore for implementation over the period covered by the university strategic plan and the university work plan;

(B) A formal process for review and approval of proposed programs by the appropriate curriculum, financial, and administrative entities of the university.

(C) A formal written review of doctoral program proposals by a qualified external consultant prior to consideration of the proposal by the Board of Trustees. Alternatively, institutions may utilize a cross-section of visiting experts who contribute to the proposal development process. Their contribution to the process must be documented and described in the proposal;

(D) A process for final consideration by the Board of Trustees that includes review of the proposed program by the full Board or a designated committee with regard to Board of Governors approval criteria and implementation costs; and

(E) Adoption of common State University System ("SUS) new degree proposal format developed by Board of Governors staff in collaboration with university academic affairs officers.

(2) PROCEDURES: NEW ACADEMIC DEGREE PROGRAM APPROVAL

(A) The academic unit(s), in consultation with the chair(s)/director(s), the dean(s) and the Provost, may initiate development of a new degree program within the parameters of FAU's Strategic Plan, FAU's Work Plan, and the Strategic Plan of the Florida Board of Governors. It is recommended that the unit proposing the new degree meet with the Associate Provost for Programs and Assessment early in the process so that all parties understand the full process and timeline that is required for a new degree approval.

(B) FAU's *New Degree Program Feasibility Study Form* and the BOG SUS of Florida *Worksheet Tables 1-A Projected Headcount From Potential Sources* (Baccalaureate Degree Program), or *1-B* (Graduate Degree Program), and *Tables 2 Projected Costs and Funding Sources* (Budget), *3 Anticipated Reallocation of Education and General Funds* (Reallocation), and *4 Anticipated Faculty Participation* (Faculty) must be submitted to the Office of the Provost for review and approval.

(C) If approved by the Provost, the Associate Provost for Programs and Assessment will work with the unit to prepare the New Academic Degree Program Authorization Pre-Proposal Form to present to the Council of Academic Vice President's ("CAVP") Workgroup for recommendations. Prior to being presented to the CAVP, the unit will be required to work with the Associate Provost for Programs and Assessment to commission a study of student and labor market demands conducted by an independent third party research group. Those recommendations will be communicated to the Provost and the Dean and may inform further actions in regard to the proposed degree.

(D) If the degree proposal is then approved by the Provost to move forward, academic degree proposal development should be formally initiated by completion of the BOG SUS of Florida *Request to Offer a New Degree Program* form and *Worksheet Tables 1-A Projected Headcount From Potential Sources* (Baccalaureate Degree Program), or *1B* (Graduate Degree Program), and *Tables 2 Projected Costs and Funding Sources* (Budget), *3 Anticipated Reallocation of Education and General Funds* (Reallocation), and *4 Anticipated Faculty Participation* (Faculty) and a Student Learning Outcomes Assessment plan for this degree. During this initial stage, consultation with the Provost's Office is required, particularly in regard to issues of budget and enrollment.

- a. If the program duplicates another degree program at a state university in Florida which has substantially similar curriculum, evidence must be provided that the university has investigated the potential impact on that program, has discussed opportunities for collaboration with the affected university, and can substantiate the need for duplication. These transactions shall be conducted through the Office of the Provost.

- b. If the proposal is for a new doctoral program, a formal written review by a qualified external consultant prior to consideration of the proposal by the BOT is required.
- (E) The dean or designee shall submit the completed proposal for review by the appropriate college committees as designated by college bylaws (i.e., college curriculum committee; college faculty assembly).
- (F) The dean shall submit the proposal, with recommendations of the college committees, to the Provost. The Provost will request review of the proposal by the appropriate internal staff (Associate Provosts for Programs and Assessment and Planning and Budget) and then by the Dean of the Graduate College if the proposal is a graduate program, or the Dean of Undergraduate Studies if the proposal is an undergraduate program.
- (G) If the proposal is not approved by the Provost at this time, it will be returned to the dean. The dean will be advised to revise and resubmit or that the proposal is not viable at this time.
- (H) If the proposal is approved by the Provost at this time, the appropriate committees of the University Faculty Senate ("UFS") (Undergraduate Programs Committee, Graduate Programs Committee, Academic Planning and Budget Committee) will review the request for a new degree program and provide a recommendation to the UFS for action. Upon completion of this review and action by the UFS, the request will be returned to the Provost.
- (I) The Provost will provide a final review and, if acceptable, endorse and transmit the request to the BOT Committee on Academic and Student Affairs ("CASA").
- (J) Approved requests will be reviewed by the CASA. A positive recommendation from this Committee will be transmitted to the BOT for authorization to implement the proposed program.
- (K) All new baccalaureate and master's level programs approved by the BOT will be transmitted by the Provost to the BOG Office of Academic and Student Affairs for review and inclusion on the SUS Academic Program Inventory.
- (L) All new doctoral program proposals approved by the BOT will be further transmitted by the Provost to the Florida BOG for approval and authorization.
- (M) Once written documentation has been received from the Florida BOG Office of Academic and Student Affairs that the academic degree program has been added to the Florida SUS Academic Program Inventory, this documentation will be transmitted by the Provost to the Assistant University Registrar, Assistant Provost for Enrollment Management, the Dean of the college(s) in which the program will reside, and the President of the University Faculty Senate.

### (3) PROCEDURES: OTHER ACADEMIC PROGRAM APPROVAL

- (A) Other academic programs and curricular offerings will be reviewed and approved by the appropriate academic units as follows:
- a. **Program Minors.** A program minor consists of an organized curriculum offered to students who are not obtaining a Major of which the minor is a component. Program Minors require a minimum of 12 credits. They will be reviewed by the appropriate college and University Faculty Senate Committees, and approved by the University Faculty Senate and the Provost.
  - b. **Tracks, Concentrations, Areas of Emphasis, Honors in the Major:** Tracks, concentrations, areas of emphasis, and honors in the major are any organized curriculum that is offered as part of an individual student's degree plan and which enhances or complements the degree to be awarded. The total number of credit hours required for the degree does not change, only the coursework and/or experiences (thesis or other culminating experience). These will be reviewed by the appropriate college and University Faculty Senate Committees, and approved by the University Faculty Senate and the Provost.
  - c. **College Credit Certificate Programs:** College Credit Certificate Programs have specific educational or occupational goals and lead to a certificate, diploma or similar form of recognition. College Credit Certificates require a minimum of 12 credits. They will be reviewed by the appropriate college and University Faculty Senate Committees, and approved by the University Faculty Senate and the Provost.
  - d. **Off-Campus Degree Offerings:** A plan to offer courses for an existing degree at an off-campus site must be approved by the Provost. Initiating an off-campus site at which a student may earn at least 25% but less than 50% of credits toward a program requires notification of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Initiating an off-campus site where students can earn at least 50% of the credits toward an educational program requires approval by SACSCOC. The SACSCOC policies for Substantive Change need to be consulted and the appropriate paperwork submitted to the Provost, who will transmit them to the Associate Provost for Programs and Assessment as the SACSCOC liaison.
  - e. **Dual Degree Programs:** A plan to offer an existing FAU degree as a joint or dual degree with another institution must be approved by the Provost. The SACSCOC policies for Substantive Change need to be consulted and the appropriate paperwork submitted to the Provost, who will transmit them to the Associate Provost for Programs and Assessment as the SACSCOC liaison.
  - f. **Non-College Credit Certificate Programs:** Non-college credit certificate programs are offered as continuing education and may lead to a certificate recognized as a credential for employment. They may be measured in clock hours, continuing education units, competency exams or other means designated as appropriate by the unit. They shall be reviewed and approved by the sponsoring unit, the

appropriate Dean, the Associate Provost for Programs and Assessment and the Provost.

CC: Russell Ivy, Associate Provost

Programs and Assessment

Michele Hawkins, Associate Provost

Planning and Budget

Diane Alperin, Vice Provost

Academic Affairs

Chris Beetle, President

University Faculty Senate