



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-08-03	PAGE NUMBER Page 1 of 3
	CHAPTER: Academic Affairs	
	SUBJECT: Curriculum: New Program Approval	
RELATED POLICIES: OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: TBD	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	

New Program Approval – Undergraduate Programs

I. POLICY:

New program proposals must be approved first at the level of the academic department, and then by the campus Curriculum Review Committee (CRC). Proposals must be submitted using the designated program change forms and must be accompanied by degree plans for each new program or emphasis submitted. If new courses are included as part of the proposal, a course change form for each new course must also accompany the proposal (see New Course Approval policy). A rationale addressing how the new program aligns with the role and mission of the college must accompany the change forms.

Proposals for new programs must be submitted to the CRC by November 1 for an effective date the subsequent fall semester. The Office of the Provost must approve submissions after this date. After approval by the CRC and endorsement by the Academic Council both the Board of Trustees and the CCHE must approve new programs. New areas of emphasis within an existing major do not need BOT and CCHE approval.

II. PURPOSE:

The purpose of this policy is to outline the procedures for the proposal and approval of new programs, including areas of emphasis.

III. DEFINITIONS:

- A. Academic Council: The Academic Council is comprised of the Department Chairs from each of the academic areas, the Director of the Graduate School, and the Provost. The Academic Council meets periodically to advise the CAO on academic policy and discuss issues related to academics.
- B. Academic Department/Office: A distinctive academic unit responsible for aspects of program delivery for a designated discipline (or disciplines), as designated by the Provost.
- C. Board of Trustees: The state appointed body that oversees the governance of Adams State College.
- D. CCHE: Colorado Commission on Higher Education. The state regulatory body for post-secondary education.
- E. Course Change Form: A form that describes a proposed course, or a changes to be made to an existing course. The course change form will minimally identify the following: course prefix and number, course title, CIP code, credit hours, pre/co-requisites, grade mode, course description, effective term, unique issues (if any), degree plans affected, and a justification of why the course should be added or changed.
- F. Curriculum Review Committee (CRC): The faculty committee that reviews and makes recommendations on all curricular changes at the undergraduate level.

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- G. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- H. Institutional Syllabus: The general college outline of course content, requirements, student learning outcomes and grading procedures used as a basis for all instructors' course specific syllabus.
- I. Provost: The Chief Academic Officer and individual responsible for all daily operations of the college in the absence of the President.
- J. Provost's Office: The Office housing the Provost, and overseeing all campus operations, including academics.

IV. PROCEDURES:

- A. The academic department will determine if new programs should be added to their departmental offerings.
- B. The department chair will coordinate the development of proposals and ensure that the appropriate procedures are followed.
- C. A programs change form will be submitted for each new program (major, minor, emphasis) to be added to the curriculum. The program change form will minimally identify the following: Name of degree track, responsible department, summary of proposed action (indicating the programs' degree requirement), justification of proposed action, and term in which the proposed program change will take effect.
- D. The program change form will be accompanied by a degree plan.
- E. Program change forms are to be submitted to the Office of the Provost, by which they will be forwarded to the members of the CRC.
- F. The CRC will meet on a regular basis throughout the fall semester to review program proposals. The committee will ensure that program proposal includes all required components, addresses the college role and mission, and that the rationale justifies the need for the new program.
- G. The CRC will coordinate with department chairs if clarification of modification of proposals is required in order for the committee's approval.
- H. The CRC chair will notify the Office of the Provost of all program proposals that have been approved by the committee.
- I. After approval by the CRC, the Academic Council will review all actions and endorse the CRC's recommendations, or make recommendations for changes. Areas of disagreement will be discussed until resolution is reached. Areas of agreement will be considered approved at the Academic Council level.
- J. The Provost, or designee, will coordinate with the department chair to ensure that the proposal is presented for approval by the BOT.
- K. Upon approval by the BOT the Provost will present the proposal to CCHE and then notify the department of their action.

V. RESPONSIBILITIES:

- A. The faculty within an academic department are responsible for determining and curricular changes required in regards to new programs or areas of emphasis.
- B. The department chair is responsible for ensuring proposals are completed and submitted according to the guidelines of this policy.

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- C. The Office of the Provost is responsible for providing the CRC with all proposals and for entering approved proposal information into Banner.
- D. The academic council is responsible for oversight of CRC recommendations, and for providing relevant feedback on proposals that are not agreed upon by all council members.
- E. The Provost is responsible for presenting proposals at the BOT and CCHE level, and for notifying the department chair of the actions of these bodies. The Provost may request participation by the department chair in this process.

VI. AUTHORITY:

VII. HISTORY:

VIII. ATTACHMENTS: