New Program Approval – Undergraduate Programs

I. POLICY:

New program proposals must be approved first at the level of the academic department in conjunction with the Vice President for Academic Affairs 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 university must accompany the change forms.

After approval by the CRC 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 Department/Office: A distinctive academic unit responsible for aspects of program delivery for a designated discipline (or disciplines), as designated by the Vice President for Academic Affairs.

B. Board of Trustees: The state appointed body that oversees the governance of Adams State University.

C. CCHE: Colorado Commission on Higher Education. The state regulatory body for post-secondary education.

D. Course Change Form: A form that describes a proposed course, or a change 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.

E. Curriculum Review Committee (CRC): The faculty committee that reviews and makes recommendations on all curricular changes at the undergraduate level.

F. Department Chair (DC): The ASU faculty member that acts as the administrative head of an academic program.
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G. **Institutional Syllabus:** The general university outline of course content, requirements, student learning outcomes and grading procedures used as a basis for all instructors’ course specific syllabus.

H. **Vice President for Academic Affairs (VPAA):** The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc. The Chief Academic Officer and individual responsible for all daily operations of the college in the absence of the President.

I. **Office of Enrollment Management:** The Office housing the Senior Vice President of Enrollment Management/Program Development.

IV. **PROCEDURES:**

A. The academic department, in conjunction with the Vice President for Academic Affairs, 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 program 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 chair(s) of CRC, 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 university 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 Enrollment Management of all program proposals that have been approved by the committee.

I. The Vice President for Academic Affairs, or designee, will coordinate with the department chair to ensure that the proposal is presented for approval by the BOT.

J. Upon approval by the BOT the Vice President for Academic Affairs 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.

C. The chair(s) of CRC is responsible for providing the CRC committee members with all proposals.

D. Office of Enrollment Management is responsible for entering approved proposal information into Banner.
E. The Vice President for Academic Affairs is responsible for presenting proposals at the BOT and CCHE level, and for notifying the department chair of the actions of these bodies. The Vice President for Academic Affairs may request participation by the department chair in this process.

VI. AUTHORITY:

VII. HISTORY:
Revised July 25, 2012
Revised November 13, 2013

VIII. ATTACHMENTS: