

Memo to: All UH-Downtown/PS Holders

UH-Downtown/PS 03.A.20

From: Max Castillo, President

Issue No. 3

Effective date: 3/1/86

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Subject: Approval Procedure for Non-substantive Degree Program Requests

1. PURPOSE

This PS standardizes the procedure by which non-substantive degree program requests are developed and outlines the review process which will occur prior to their approval.

2. POLICY/PROCEDURES

2.1 Non-substantive degree program requests are defined by the Texas Coordinating Board State College and University System as proposals which have at least the following significant common elements:

- No implications for changes in institutional role and scope.
- No significant new costs to the institution or to the state.
- No issues of unnecessary duplication with programs at other institutions.
- Potential for programming of high quality based on the institution's previous experience in the same or related subject fields.

2.2 The department making a non-substantive degree program request prepares a formal proposal according to current coordinating board guidelines and seeks endorsement by a majority of the department faculty.

2.3 The proposal document as approved by the department is transmitted by the department chairman through the appropriate dean to the college curriculum committee.

2.4 Following receipt by the curriculum committee, the program proposal will be considered according to the procedures outlined in *PS 01.A.03*.

2.5 If the curriculum committee fails to take on a non-substantive degree program request within two months of receipt, or if it rejects the proposal, the department may either modify and resubmit the proposal to the curriculum committee or follow the procedures set out in *PS 01.A.03 Sec. 2.5.4.3*.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.