1. PURPOSE
This PS standardizes the procedure by which new degree programs are developed and outlines the review process by which they are approved.

2. POLICY/PROCEDURES
2.1 Prior to a proposal by a department to establish a new degree program, the department should investigate and document the need for such a program. Assessment of needs may include internal and/or external surveys developed in consultation with the appropriate dean.
2.2 The department writes a report outlining the results of the study of needs and files it with the department and the appropriate dean.
2.3 The department, in consultation with its dean and consultants where appropriate, prepares a preliminary degree proposal including a feasibility study for departmental review.
2.4 Copies of the preliminary degree proposal as approved by the majority of the department faculty are transmitted to the curriculum committee, the appropriate dean, and the vice president for academic affairs for their comments.
2.5 After receiving the comments of the appropriate dean, the department may prepare a formal degree proposal according to current coordinating board guidelines and seek endorsement by a majority of the department faculty.
2.6 The document, as approved by the department, is transmitted by the chairman through the appropriate dean to the university curriculum committee.
2.7 The curriculum committee considers the degree proposal according to the procedures outlined in PS 01.A.03.
2.8 If the curriculum committee fails to take action on a degree proposal 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.

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.