

## PROGRAM APPROVAL PROCESS

All new programs and some changes to existing programs must be reviewed and formally approved by the Office of the Chancellor. The following actions require approval.

- New Location
- New Program
- Notice of Intent (if applicable)
- Redesign: Add delete emphasis
- Redesign: Add replace existing program
- Redesign: Change program or emphasis name or CIP
- Redesign: Change program or emphasis credit length
- Redesign: Online delivery status
- Redesign: Reinstate suspended program
- Relocate or Replicate a Program
- Suspend or Close a Program

### STEPS IN APPROVAL PROCESS

**PROGRAM PLANNING.** Academic Programs staff can assist with academic program planning at the institutional level or at the individual program level, including identifying occupational/professional demand information, designing student interest surveys, and providing information on the location of similar programs offered at both public and private institutions to address the question of unnecessary program duplication. Staff can also conduct preliminary reviews of proposals.

**PROGRAM DESIGN.** A separate section of this website provides detailed information and suggestions for designing new programs or changing existing programs.

**COLLEGE OR UNIVERSITY APPROVAL.** Prior to submission, all college and university approval processes should be completed.

**SUBMISSION OF APPLICATION FORM.** Proposals may be presented at any time during the year.

Submit one electronic copy of the completed application via e-mail, and one paper copy via fax or regular mail to the Academic Programs unit. Proposals may be withdrawn at any time

**COMMENT PERIOD.** Occurs when Notice of Intent or other application is filed. Program intent is posted to a listserv of CAOs and presidents for 21 days. Members are given an opportunity to comment on the program.

**REVIEW AND APPROVAL.** The process of review of a proposal is not linear, and can involve numerous questions, discussions, and negotiations. Proposals are subject to critical editing, and suggestions may be provided before final approval. In some cases, proposals may be modified significantly, they may be delayed, contingencies may be assigned, or the staff and the institution may not reach consensus that the proposal should go forward.

Office of the Chancellor reviews and approves the program proposal, as appropriate. The program is added to the official program inventory.

**Role of the Board of Trustees.** Board of Trustees approval is required only when colleges or universities must undergo a mission change to offer a new type of award.

**Role of the Office of the Chancellor Staff.** The office of the chancellor, Academic Programs staff, is responsible for the approval and implementation of academic program policy and procedures. The Office of the Chancellor is authorized to consider and approve new programs and program modifications. Academic program staff members review every proposal for compliance with existing academic program policy, and make a final decision.

**Role of Institutions.** The process of initiating new programs or redesigning existing programs begins with the faculty at each institution. In some cases external review boards or advisory boards also contribute to curriculum development and change. Generally, a formal institution-wide committee of the faculty then reviews and makes recommendations concerning the proposals. The faculty's recommendation is then forwarded to the institution's administration where it receives its final review and, if approved, is submitted to the office of the chancellor for review.

TYPICAL TIMELINES AND RESPONSIBILITIES	
<b>PROGRAM CHANGE</b> <b>NEW PROGRAM</b> <b>NEW DOCTORAL PROGRAM</b>	<b>1-6 DAYS</b> <b>1-6 WEEKS</b> <b>2-6 MONTHS</b>

NEW PROGRAM APPLICATIONS			
<i>Recommended lead time: well in advance of new program start date</i>			
TIMELINE	CAMPUS RESPONSIBILITIES	STAFF RESPONSIBILITIES	OTHER
<b>ANY TIME</b>	Identify new program initiatives. Submit an outline of intent to staff (optional)	Provide information. Determine if program intent funding is available for Perkins eligible institutions.	Complete cooperative arrangements Consult steering or advisory group as appropriate
	Department/unit prepares proposal	Assist with proposal development.	
	Complete internal faculty/administration approval process		
	Submit proposal to Academic Program staff		
<b>2-6 WEEKS</b>	Institution reviews the staff's summary report. Makes adjustments to proposal, if any.	Staff reviews program proposal. Consult informally with institution about any concerns. Prepares summary report/recommendations	
CHANGES TO EXISTING PROGRAMS			
<i>Recommended lead time: none. Decision usually made by Academic Program staff within a week of submission.</i>			
TIMELINE	CAMPUS RESPONSIBILITIES	MnSCU STAFF RESPONSIBILITIES	OTHER
<b>ANY TIME</b>	Identify changes desired		
	Prepare appropriate applications	Consult informally—especially where significant redesigns are being considered	Complete cooperative arrangements and any articulation agreements Consult advisory groups
	Complete internal faculty/administration approval process		
	Submit appropriate forms to Academic Program staff		
<b>1-4 WEEKS</b>		Where appropriate, staff approves proposed changes to program inventory.	Board approves/rejects proposals for program closures

## DOCTORAL PROGRAM APPROVAL PROCESS

