

Oklahoma State University Policy and Procedures

PROCEDURES FOR INITIATING AND DISCONTINUING ACADEMIC OPTIONS OR DEGREE PROGRAMS

**2-0211
ACADEMIC
AFFAIRS
JULY 2007**

INTRODUCTION

1.01 This document is intended to be used under circumstances that suggest initiating, modifying or discontinuing academic degree programs, options, or certificate programs.

PROCEDURES

Program Initiation

2.01 The faculty, unit administrator or college dean may identify the need for a program not presently available. Appropriate faculty members will develop a plan including the goals and objectives for such a program, its potential to achieve a creditable level in the areas of criteria listed in Policy and Procedures Letter 2-0215, and how the establishment of this program will affect existing programs. Budgetary requirements and effects on usage of facilities and faculty assignments should also be documented according to Oklahoma State Regents for Higher Education guidelines.

2.02 If, as part of the process of development of such a new program, there is a need for contacting responsible professional persons outside of the University, the plan for initiation of the program should first be submitted to the appropriate University administrative officials for initial review and approval prior to contacting persons outside the University itself. Review at this point should include the impact and relationships with other related curricula and departments within the University community. Other colleges will be afforded the opportunity to review the proposed recommendation and submit inputs. After any such contact is made with the outside community, a final proposal for initiation of a program will be submitted to the appropriate administrative officials for review and approval.

2.03 Requests for new degree and certificate programs should also include a draft letter of intent. Letters of intent are sent by the President to the Chancellor of the Oklahoma State Regents for Higher Education (OSRHE) who forwards the request to all state institutions.

2.04 As part of the approval process, any proposed program will be evaluated by the faculty and unit administrator responsible for the program. Also, a review committee appointed by the dean, made up of faculty members not in the proposed program or department, will evaluate the program and the justification for its initiation. This committee could be an existing college-wide curriculum committee. A representative from outside of the college in related programs could also be included as a member of the review committee. The report of

the review committee will be submitted to the dean of the college for inclusion in the proposal for initiation of the program.

2.05 Assessment plans for new degree programs will be reviewed by the Director of University Assessment and graduate programs and options will be reviewed and approved by the Graduate Council before they are presented to Instruction Council.

2.06 After approval by Instruction Council, Council of Deans, Vice President for Academic Affairs and the President, the proposed program and option will be submitted to OSU/A&M Board of Regents. The President submits the proposed program or option to OSRHE for final review and approval.

2.07 Proposed degrees may be advertised or added to University publications only after approval by OSRHE.

Program Modification

3.01 The faculty, unit administrator or college dean may identify the need to modify a degree program. Program modifications include changes to the program name or degree designation, combination of degree programs, addition or deletion of options, changes to option names, significant changes to program requirements (e.g., increasing the total number of hours or grade point average required), or other degree program modifications.

3.02 Other programs with related curricula will be afforded the opportunity to review the proposed recommendation and submit comments.

3.03 As part of the approval process, any proposed program will be evaluated by the faculty and unit administrator responsible for the program. Also, a review committee appointed by the dean, made up of faculty members not in the proposed program or department, will evaluate the program and the justification for its initiation. This committee could be an existing college-wide curriculum committee. A representative from outside of the college in related programs could also be included as a member of the review committee.

3.04 Modifications to graduate programs and options will be reviewed and approved by the Graduate Council before they are presented to Instruction Council.

3.05 After approval by Instruction Council, Council of Deans, Vice President for Academic Affairs and the President, the proposed program and option will be submitted to OSU/A&M Board of Regents. The President submits the proposed program or option to OSRHE for final review and approval.

3.06 Proposed program modifications may only be advertised or added to University publications after approval by OSRHE.

Program Discontinuation

4.01 Program review (Policy and Procedures Letter 2-0215) may lead to a recommendation that a program be discontinued. Review at this point should include the impact and relationships with other related curricula and departments within the University community. Other colleges will be afforded the opportunity to review the proposed recommendation and submit inputs. At any time a program is discontinued, adequate safeguards for faculty shall be provided. Refer to the Faculty Policy Statement, Section 1.14.3, Termination or Reassignment Associated with Department or Program Discontinuance Not Mandated by Financial Exigency, for guidance.

4.02 Requests for discontinuation are reviewed by Graduate Council (for graduate programs), Instruction Council, Council of Deans, Vice President for Academic Affairs and the President. The proposed program and/or option deletion will also be submitted to OSU/A&M Board of Regents. The President submits the proposed program or option deletion to OSRHE for final review and approval.

Approved: Deans Council, September 26, 1985

Faculty Council, December 10, 1985

Revisions approved by President Boger, January 28, 1986

Revisions approved by:

Instruction Council, March 9, 2007

Council of Deans, June 22, 2007

OSU Executive Group, July 20, 2007