

Instructions—New Program

APPROVAL CRITERIA—NEW PROGRAM

Before you proceed, click on [WHICH FORM?](#) to determine whether to use a redesign or new program application.

Completion of a Notice of Intent application form is required for all new program proposals. The Notice of Intent may be submitted prior to the new program application, or at the same time.

A program is “new” when:

- The proposed new major consists of all new courses, or less than 51 percent of the major credits come from an existing program.
- The program has a substantially new focus and/or student learning outcomes.
- The program may require a 6-digit CIP code that is not currently assigned to an active program at the institution.
- The proposed award is at a higher level than a related program at the institution.

New programs can be created from new courses, courses in existing programs, from emphases within existing programs, or from minors.

New program applications must address the criteria identified below. Academic Programs staff will look for “multiple and convincing measures” that address these criteria.

Proposals for new Broad Field AS degree programs do not need to address the following criteria: credit length, external consultation, collaboration, curriculum description. Applications should include a copy of the signed statewide articulation agreement.

Legislative Requirement. If an Associate in Applied Science degree program is proposed, a certificate and/or a diploma program must also be created at the same time. All credits in the certificate and/or diploma program must be accepted in transfer as part of the AAS degree program.

Mission and Award Authority

The proposed new program should reflect a close relationship with the mission of the institution, and be consistent with the institution’s award authority. Identify specific language in the mission statement that supports the institution’s authority to offer a type of degree, and the relationship between mission and program outcomes.

If a proposed new program results in a degree that goes beyond the institution’s current mission and award authority, a mission change and/or a change of status application to the Higher Learning Commission may be necessary.

Contact the Research and Planning staff in the office of the chancellor for more information on the process of mission change.

Need

All new program applications must document that the program is needed. Elements used to determine need include: student interest, occupational/professional supply and demand, and unnecessary duplication within the system. Additional information on how to document need is available at [NEEDS ASSESSMENT](#)

Credit Length

Program length must be within limits specified in procedure 3.36.1 – Academic Programs.

[Academic Programs Policy and Procedures](#)

Resources

All new programs will be evaluated to determine the institution's capacity to provide adequate resources to sustain the program over time. Library resources; students enrollment projections; revenues and expenditures; faculty and staff resources; and technology, equipment, and facilities needs will be evaluated.

Curriculum Description

The following curriculum elements will be evaluated: admission requirements; conceptual framework guiding the program design; the program's goals and objectives; program learning outcomes; course delivery methods; transferability; a program assessment and continuous improvement plan; and a time-to-degree plan.

If applicable, the curriculum description should also include information on how the design was shaped by external guidelines such as career pathways, skills standards, program accreditation, or industrial or professional certification requirements.

The structural elements of the curriculum design will be assessed for conformity to procedure 3.36.1 and other policy requirements, including general education requirements, prerequisites, major and/or minor requirements, electives, and other graduation requirements.

Graduate Program Proposals Only

Graduate Program External Reviews. Graduate programs (including some certificates and all master's and doctoral programs) must be reviewed by external reviewers.

Doctoral Programs Only—Institutional Readiness. All doctoral programs will be reviewed to ensure that the institution has the capability to deliver programs at the doctoral level.

Third Year Doctoral Program Review. All new doctoral programs require a plan for assessing the progress and achievements of the proposed program after its initial three years.

Accreditation Status—Higher Learning Commission. Evidence of consultation with the Higher Learning Commission (HLC) concerning authorization to offer degrees at a new level must be submitted as part of the approval process.

For more information, see [GRADUATE PROGRAMS ONLY](#)

Special Circumstances

Any additional circumstances that will impact the manner in which this award is delivered will also be considered in evaluating program proposals. For example, a specified termination date, intermittent delivery, or rotating sites.

For more assistance in interpreting these criteria, please refer to [Staff Contacts](#)

[GENERAL INFORMATION](#)

Link to information on how to complete general information section on all applications.

[DOCUMENTING NEED AND RESOURCES](#)

Link to information on how to document student interest, occupational demand, and resources to deliver a program.

CURRICULUM

Link to information on describing program curriculum and curriculum design.