



# New Academic Degree Program Approval Process

*Time: varies by institution from 2-12 months*

Institution: 1) drafts new program proposal; 2) submits new program through institutional review processes (i.e., curriculum committees); 3) submits proposal to the Office of the Commissioner of Higher Education.



*Time: 1-2 days*

Commissioner's staff reviews proposal to determine whether it falls within institutional mission.



## Within institutional mission/region

## Outside institutional mission/region

*Time: one month*

Commissioner's staff 1) works with institution, as needed, to clarify questions and issues and 2) organizes peer institutions' feedback.



Chief Academic Officers of other USHE institutions provide peer-review of the proposal.



Commissioner's staff prepares Peer Review and Commissioner's Office Report; conveys report to the institution's Secretary of the Board of Trustees, President, and Chief Academic Officer.



Institution's Board of Trustees takes action on the proposal using criteria provided by the Utah Board of Higher Education. Board of Trustees may approve, defer, or not approve a proposal.



If Board of Trustees approves, the institution: 1) submits the proposal to the Northwest Commission on Colleges and Universities for accreditation review and 2) notifies Commissioner's office of the Board of Trustees approval date.

*Time 3-9 months*

Commissioner's staff: 1) works with institution, as needed, to clarify questions and issues; 2) performs an in-depth workforce development, economic impact, and academic analysis to determine whether an out-of-mission approval would serve the workforce needs of the state; and 3) organizes peer institutions' feedback and consideration of whether partnership with existing programs would be preferable to an out-of-mission/out-of-region program.



Chief Academic Officers of other USHE institutions provide peer-review of the proposal. Council of Presidents has the opportunity to review the program.



Commissioner's staff prepares Peer Review and Commissioner's Office Report and conveys it to the institution's Secretary of the Board of Trustees, President, and Chief Academic Officer.



Institution's Board of Trustees takes action on the proposal based on feedback from peer review and the Commissioner's Office; may vote to defer, disapprove the proposal, or forward the proposal to the Board of Higher Education.



The Board of Higher Education's Academic Education Committee (AEC) considers the proposal and provides a recommendation to the Board of Higher Education.



Board of Higher Education takes action on the proposal; the Board may approve, defer, or not approve a proposal.



If Board of Higher Education approves, institution submits proposal to Northwest Commission on Colleges and Universities for accreditation review.