SECTION 5 - PROGRAM PROPOSALS

Revised: 10-18-2017

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5.1 NONSUBSTANTIVE PROGRAM PROPOSALS

NONSUBSTANTIVE PROGRAM PROPOSALS are those that add delete or change elective courses within a program. Substitution of required courses with courses of equal credit value from within the academic department hosting the program are also nonsubstantive (new courses must be through the approval process before they can be substituted). Name changes to a program are nonsubstantive as long as they do not mislead or infringe on the names of existing programs. Program name changes will go to the Faculty Senate as information. Program changes are not retroactive.

Departments offering Departmental Honors will work with the Honors Program to design a list of courses required for students to receive departmental honors. A copy of the courses required for departmental honors needs to be sent to the Faculty Senate Office, MC 1033.

5.2 NONSUBSTANTIVE PROGRAM PROPOSAL DEADLINES

Nonsubstantive program proposals may be submitted at any time. Nonsubstantive program proposals will not be implemented to published catalogs. Once the catalog has been published, program proposals will be implemented in the next year's catalog. The requested changes should be clearly explained and submitted through Curriculog on the Program Proposal Nonsubstantive form. The dean may determine that the proposal should go to the college curriculum committee if there are inter-departmental issues within the college. Otherwise, if the dean approves the proposed change, the proposal will move through the automated approval process.
5.3 APPROVAL PROCESS FOR NONSUBSTANTIVE PROGRAM PROPOSALS

- Department Chair
- Dean of College
- University Curriculum Committee Chair
- Banner and Cattracks Review
- President’s Council (Name Changes)
- Board of Trustees (Name Changes)

5.4 SUBSTANTIVE PROGRAM PROPOSALS

SUBSTANTIVE PROGRAM PROPOSALS: Program proposals include proposals that alter the requirements for an existing major, minor, BIS degree, Institutional Certificate, diploma or endorsement.

SUBSTANTIVE PROGRAM PROPOSALS are those that a) change the number of hours required in a program b) add or delete required courses or required support courses c) create new concentrations, emphases or majors within a program1 or d) delete a program of study in a specific field or a specific degree offered through an academic department. These changes need to be done on a Program Proposal Substantive Change form.

EFFECTIVE DATE: See PPM 4-2a Modifying Programs and Courses in the Catalog.

The University Council on Teacher Education must review any change in a teaching major or minor leading to secondary undergraduate teacher certification. Any change to a graduate program needs to be reviewed by the University Graduate Council before coming to the University Curriculum Committee. All substantive program proposals must receive the approval of the University Curriculum Committee and the Faculty Senate.

5.5 DISCONTINUANCE OF A PROGRAM OF STUDY AND DISBANDING OF DEPARTMENTS

The University Curriculum Committee does not examine proposals for program discontinuance. Administrative decisions to discontinue programs that will require the disbanding of departments, adversely or critically affecting faculty, are only made after an extensive program review has been conducted.

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1 Changes in concentrations, emphases and majors are the focus of substantive program change because they are recorded on students' transcripts when they graduate. In contrast, tracks, options, specializations, areas, and groups are not recorded on students' transcripts and are best considered to be advising tools.
conducted which follows the process outlined in PPM 1-14a. This policy defines the role of the faculty and the Faculty Senate when a program has been recommended for discontinuance or when modifications have been recommended which would adversely or critically affect a program or academic unit.

5.6 DEADLINE FOR SUBSTANTIVE PROGRAM PROPOSALS

Substantive program proposals will generally need to be submitted, reviewed, and approved by University Curriculum Committee and Faculty Senate by the February meeting to make changes for the new catalog which is available in mid-March. Changes that require additional approvals beyond Faculty Senate (e.g., new concentrations, emphases, or majors) should be submitted, reviewed, and approved by the University Curriculum Committee and Faculty Senate by November for summer start dates and December for fall start dates. Missing these deadlines will require approval of the Registrar for inclusion in the new catalog (see section 5.9).

5.7 PROGRAM PROPOSAL FORMS

Program Proposal forms are found in Curriculog (through the eWeber Portal) there are 4 types of Program Proposal forms

1. New Program Proposal
2. Program Proposal Change – Substantive
3. Program Proposal Change – Nonsubstantive
4. Program Proposal Discontinuance

Follow the instructions provided on the form and ensure you complete all fields. For programs that already exist in the catalog, but are being submitted as a substantive change, please IMPORT the program from the catalog. This will enable the “track changes” feature in Curriculog.

5.8 MASTER’S DEGREE PROGRAMS (Must be approved by Graduate Council before being submitted to the University Curriculum Committee)

Graduate Program Guidelines can be found at www.Weber.edu/graduateprograms/start_gradprogram.html. Below are considerations before undertaking a proposal for a graduate degree:

Demonstrated student and community demand (e.g., expansion of existing curriculum, evidence from enrollment data at another USHE institution, letters of support from local businesses and government entities stating a need for people with this type of degree, etc.). Open-ended survey data are not sufficient. Demand should be sustainable and consistent with average WSU enrollment levels.
Faculty Sufficiency including appropriate degree qualifications as outlined in PPM 8-11, III, B, Minimum Degree Requirements.

Budget projections consistent with student demand, faculty requirements and any other resource needs.

Evidence of staff sufficiency and university-wide support as well as support from institutions within USHE.

The curriculum is consistent with accepted standards (i.e., WSU, USHE, and accreditation). Proposals should indicate whether one or more accrediting bodies regularly accredit the degrees; the proposed program either alone or as part of larger accreditation.

5.9 NEW PROGRAM PROPOSALS

All new programs (this includes a concentration, emphasis, or major) will need to go to the Board of Trustees and when outside the institution’s mission, to the Regents’ for approval. Refer to the procedures described in R401-7 (see flow chart). Programs inclusive of those in R401 will have undergone institutional review and have been approved by President’s Council, and vetted by USHE Chief Academic Officers before approval by the institutional Board of Trustees. All new programs must be submitted to Northwest Commission on Colleges and University (NWCCU) for formal recognition. No recruitment to or advertising of the new concentration, emphasis, or major is allowed until NWCCU accepts the proposal. All proposals for new programs must complete the appropriate R401 template (see the R401 templates modules in the University Curriculum Committee canvas course).

Complete details for submitting proposals can be found in Utah State Board of Regents’ Policy R401, Approval of New Programs, Program Additions or Program Changes available at http://higheredutah.org (Click on Utah System of Higher Education at the top of the page and then click on Policies, Section 4 - Academic Affairs)

New programs may not be entered into the new catalog until they are approved by the Board of Trustees and (if past the catalog deadline) at the discretion of the registrar. A new concentration, emphasis, or major may not be advertised and may not recruit students before NWCCU acceptance.

5.10 APPROVAL PROCESS FOR PROGRAM PROPOSALS

Department Chair

College Curriculum Committee

University Council on Teacher Education or ATE Director (if applicable)

Dean of College
Review by the University Graduate Council (if applicable)

University Curriculum Committee

Executive Committee

Faculty Senate

Provost (For Program Proposals requiring Trustees Approval)

President’s Council Board of Trustees

NWCCU

Banner and Cattracks Review

**PROGRAMS REQUIRING REGENT'S APPROVAL WILL REQUIRE A DIFFERENT APPROVAL PROCESS (after the Provost approval) AS DESIGNATED BELOW:**

President’s Council

State Advisory Council on Teacher Education, and then the Utah State Board of Education (if necessary)

Board of Trustees

Office of the Commissioner of Higher Education

Chief Academic Officers

Board of Regents

NWCCU

Banner and Cattracks Review