SECTION 5 - PROGRAM PROPOSALS

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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 informational. Program changes cannot be retroactive.

Departments offering Departmental Honors will work with the Honors Program to design a list of courses and other requirements for students to receive Departmental Honors. A copy of current requirements for Departmental Honors will be maintained on the Honors Program website.

5.2 NONSUBSTANTIVE PROGRAM PROPOSAL DEADLINES

Nonsubstantive program proposals may be submitted at any time, but will not be implemented to published catalogs. They will only be reflected in the following year’s catalog. The requested changes should be clearly explained and submitted through Curriculog on the Program Proposal Nonsubstantive form. The dean may custom route a proposal 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

5.4 SUBSTANTIVE PROGRAM PROPOSALS

SUBSTANTIVE PROGRAM PROPOSALS: Substantive 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) change grade or GPA requirements, (c) add or delete required courses or required support courses, (d) create new concentrations, emphases or majors within a program, or (e) 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.

Changes in concentrations, emphases and majors are the focus of substantive program changes because they are recorded on students’ transcripts when they graduate. By contrast, tracks, options, specializations, areas, and groups are not recorded on students’ transcripts and are best considered to be advising tools.

The University Council on Teacher Education must review any change to a teaching major or minor leading to secondary undergraduate teacher licensure. 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 made only
after an extensive program review that follows the process outlined in PPM 1-14a has been conducted. 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 need to be submitted, reviewed, and approved by UCC by the January meeting and Faculty Senate by the February meeting to make changes for the following year's catalog. Changes that require additional approvals beyond Faculty Senate (e.g., new concentrations, emphases, or majors) should be submitted, reviewed, and approved by the UCC and Faculty Senate by November for summer start dates and December for fall start dates.

5.7 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 the new degree program(s) will be eligible for external accreditation by one or more accrediting bodies and, if so, whether this would be for the program(s) individually or as part of a larger accreditation.

5.8 NEW PROGRAM PROPOSALS

All new programs (including concentrations, certificates, emphases, majors and minors) 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, have been approved by President’s Council, and have been 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 new programs 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.
5.9 APPROVAL PROCESS FOR SUBSTANTIVE PROGRAM PROPOSALS

Programs requiring Regents’ approval follow the process above through President’s Council and then proceed as follows:

- Utah State Board of Education (if necessary)
- Board of Trustees
- Office of the Commissioner of Higher Education
- Chief Academic Officers
- Board of Regents
- NWCCU
- Catalog Implementation
- CatTracks Implementation