

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: New Degree Program Planning and Approval
FPU Policy Number: FPU-5.0001AP
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: December 13, 2013
Date Revised: November 4, 2020
Responsible Division/Department: Academic Affairs
Initiating Authority: Provost and Executive Vice President for Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy governs the required planning and approval process for new academic degree programs (“new degree programs”) and is applicable to all individuals charged with planning and approving new degree programs.

B. POLICY STATEMENT:

The Florida Polytechnic University Board of Trustees (“BOT”) has the responsibility and authority to approve the implementation of new degree programs at the associate, bachelor’s, master’s, advanced master’s, and specialist level in accordance with Board of Governors Regulation 8.011 (“BOG Regulation 8.011”).

1. Program proposals are approved by the BOT only if they meet criteria set forth in BOG regulation, which includes but is not limited to:
 - a. Being consistent with the SUS strategic plan, the University mission, the University strategic plan, and the University work plan;
 - b. Demonstrable demand and need for program graduates, research or service;
 - c. Does not unnecessarily duplicate existing SUS degree programs;
 - d. Sufficient financial planning and resources for implementation;
 - e. Sufficient projected benefit of the program to the University, local community, and the state;
 - f. Maintenance of access and articulation for all programs;
 - g. Ability to implement a high-quality program;
 - h. Appropriate curriculum;
 - i. Availability of qualified faculty; and
 - j. Availability of sufficient institutional resources.
2. Proposals for Doctoral programs must be reviewed by the BOT and approved for submission to the BOG, but the degree programs themselves are only approved by the BOG

C. Definitions

This policy follows definitions as stated in BOG Regulation 8.011:

- (a) **Degree Program** – An organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics or as demonstrated by the existence of similar degree programs at other colleges and universities. An argument may also be made for a truly unique degree program, based upon emerging research trends or occupational demand. Each degree program shall have designated faculty effort and instructional resources and shall be assigned a CIP code and included in the State University System Academic Degree Program Inventory. Each degree program shall include at least one program major as defined in paragraph (2) (b), but may have multiple majors.

- (b) **Program Major** – an organized curriculum offered as part or all of an existing or proposed degree program. A program major shall be reasonably associated with the degree program under which it is offered and shall share common core courses with any other majors within the same degree program. Although in some cases the major and the degree program names are synonymous, only the degree program shall be assigned a CIP Code and shall be included in the State University System Academic Degree Program Inventory as a stand-alone program. The number of credit hours for a program major for each degree level shall be established by the university within the parameters of paragraph (3)(a) 6c.

3. PROCEDURES:

The planning and approval process for new degree programs includes a pre-preproposal phase and a proposal phase. In order to ensure that the University delivers its best product in the form of a degree program, the process is necessarily iterative, but includes, at a minimum, the following elements.

1. Pre-Proposal Phase

- a. The Provost, in consultation with the President and based on the University's strategic plan, research and input from various constituents such as academic leadership, faculty, industry partners, and advisory boards, includes prospective program areas in the year-two box of the University's annual Accountability Plan, which is subsequently approved by the BOT.
- b. At the Provost's direction, the Vice Provost, or designee will develop and submit the Pre-Proposal for the new degree program to the Council of Academic Vice Presidents-Academic Coordinating Group (CAVP-ACG) for input. A pre-proposal must include a specific degree name and CIP code.
- c. If the University chooses, the Pre-Proposal will be moved into the year-one category on the University's annual Accountability Plan, which is subsequently approved by the BOT and the BOG.

2. Proposal Phase.

- a. The Department responsible for the degree program develops the courses, curriculum, plan of study, determines common pre-requisites, and other academic requirements and initiates the curriculum process as outlined in the Faculty Handbook, updated and approved annually by the BOT.
- b. The Vice Provost of Academic Affairs coordinates with other administrative offices and the Department to complete the remaining portions of the formal proposal, including the required Board of Governors criteria for accountability, demand, and institutional capacity; finance, faculty, administrative, and research support as described in BOG Regulation 8.001.
 - i. The Vice Provost of Academic Affairs also ensures appropriate submission of documents for review and approval to other State committees as required.
- c. Upon completion of the curriculum process and finalization of the Formal Proposal, the document is submitted to the Provost and President for inclusion in the Board of Trustees materials for approval at their next available meeting.

3. Final Approval by BOT and Board of Governors and Adoption. The Provost presents the Formal Proposal for the proposed new degree program to the BOT Academic and Student Affairs Committee for its approval.

- a. The BOT Academic and Student Affairs Committee reviews the new degree programs in light of the BOG criteria and implementation costs and determines whether to recommend approval of the new degree program to the full Board of Trustees.
- b. If the Board of Trustees approves the new degree program, the University submits the full proposal with signatures to Board of Governors' staff for inclusion in the Board of Governors' Academic Program Inventory.
- c. Board of Governors' Staff may request clarifications prior to inclusion in the Inventory.

4. **SACSCOC Approval.** At the appropriate state in this process, the SACSCOC liaison determines the appropriate notification requirements in compliance with SACSCOC policy on Substantive Change and initiates that process.
5. **Doctorial Programs.** New Doctoral programs are considered at only June and November BOG meetings and deadlines for submission are determined by the Chancellor. Approval at the BOG level is required for implementation of a doctoral program.
6. **Programs Advertising and Recruitment.** Programs may not be advertised for or recruited into until they have been formally added to the State’s program inventory.

ACADEMIC POLICY APPROVAL

Academic Policy No.: 5.0001AP

Initiating Authority	Date
Academic Policies Committee Chair	Date
Vice President of Academic Affairs	Date
President/Designee	Date
Approved by FPU BOT, if required	Date

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