



New Degree Program Planning and Approval #350.010

INITIAL EFFECTIVE DATE: November 15, 2007	LAST REVISION DATE: November 17, 2020	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Academic Affairs
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POLICY STATEMENT

The University may develop new academic programs. This policy conceptualizes program authorization, which is the formal creation of a degree program, program major, program tracks, specializations, concentrations, areas of emphasis, program minors and/or certificates, as defined.

SCOPE

This policy applies to faculty and administrators when planning and approving new programs.

REASON FOR POLICY

To specify the University’s ability to authorize new programs and to specify the standards required.

DEFINITIONS

All new academic programs must adhere to the following hierarchical structure and related criteria and guidelines. Academic programs are defined as follows:

TERM	DEFINITIONS
Degree Program	An organized curriculum leading to a college 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. Degree Program is the highest level within the academic program structure. Bachelor’s degrees require 120 credits, Master’s degrees a minimum of 30 credits post baccalaureate, and Doctoral degrees a minimum of 75 credits post baccalaureate.
Program Major	An organized curriculum offered as a major area of study that is part of an existing or proposed degree program and does not constitute sufficient distinct coursework, faculty, and instructional resources to be considered a separate degree program. A major requires completion of a minimum of 30 credits. There are cases where the Major and degree program names are synonymous, thus

	creating only one major. Majors must be reasonably associated with the degree program under which it is offered and share a minimum of 15% of common core or prerequisite courses with other majors within the same degree program.
Program Tracks, Specializations, Concentrations, Areas of Emphasis, Etc.	Any organized curriculum that is offered as part of an individual student’s degree plan and which enhances or complements the degree to be awarded in a manner that leads to specific educational or occupational goals. In order to establish some uniformity across degree programs, this level of categorization should be termed a Track unless a different terminology is required for accreditation purposes. A Track must be reasonably associated with the Major/Degree under which it is offered and share a minimum of 15% of common core or prerequisite courses with other Tracks within the same Major.
Program Minors	Minors consist of an organized curriculum offered to students who are not obtaining a degree in the Major of which the Minor is a component. Minors require a minimum of 12 credits.
Certificates	Certificates consist of an organized curriculum offered as a distinct area of study that leads to specific educational or occupational goals. The minimum number of credits for an Undergraduate Certificate is 15 and the minimum for a Graduate Certificate is 15 credits.

ROLES AND RESPONSIBILITIES

Academic Unit, School/College Dean

- When an Academic unit, School/College determines that there is a need for a new degree program, major, or track, the academic unit through the office of the dean submits all required forms per the corresponding procedures.

Academic Planning and Accountability (APA)

- Reviews all submissions and assists in preparation of feasibility and new degree proposals per the corresponding procedures. Reviews all new majors and tracks proposals and recommends for approval to the Provost.

Academic Planning & Finance

- Assists in budget preparation of feasibility and new degree proposals.

Faculty Senate

- Approves all new degree program, major, and track proposals through its curricular processes.

Dean of the University Graduate School (UGS)

- Reviews and acts upon all new graduate degree program, major, or track submissions approved by the Faculty Senate.

Provost

Reviews and acts upon all new degree proposals submitted per corresponding procedures.

President

- Reviews and acts upon all new degree proposals.
- Submits approved proposals to the BOT.

Board of Trustees

- Approves the FIU-BOG Work Plan which includes "New Programs to Be Considered by University" in the next years.
- Approves all new bachelor and master degree proposals prior to submission to the BOG.
- Recommends approval to the BOG all doctoral degree proposals.

RELATED RESOURCES

Florida Board of Governors Regulation 8.011 Authorization of New Degree Programs and other Curricular Offerings

CONTACTS

RESPONSIBLE ADMINISTRATIVE OVERSIGHT

Office of the Provost
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HISTORY

Initial Effective Date: November 15, 2007

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): July 1, 2014; April 2019; March 16, 2020; November 17, 2020

New Degree Program Planning and Approval #350.010a

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PROCEDURE STATEMENT

PROCEDURES FOR NEW DEGREE PROPOSALS

Academic Unit, School/College Dean

- When an Academic unit, School/College determines that there is a need for a new degree program, the academic unit through the office of the dean initiates the “New Academic Degree Program Authorization Pre-Proposal” form.
- Once this is approved by the Provost, the unit initiates a Feasibility Study for the new degree.
- Once the feasibility study is approved by the Provost or designee, the final New Degree Proposal is submitted through Faculty Senate Curricular processes which includes Department and College curriculum committees, as well as dean’s approval.

Academic Planning and Accountability (APA)

- Reviews "New Academic Degree Program Authorization Pre-Proposal" prior to submission to the Office of the Provost.
- Assists in preparation of feasibility and new degree proposals.
- Works with the unit to provide guidance for doctoral level external consultant to conduct a review.
- Prepares all documents for the Provost’s approval and submission to the Board of Trustees and Board of Governors.

Academic Planning & Finance

- Assists in budget preparation of feasibility and new degree proposals.

Faculty Senate

- Approves all new degree proposals through its curricular processes.

Dean of the University Graduate School (UGS)

- Reviews and acts upon all formal graduate degree submissions approved by the Faculty Senate.

Provost

- Reviews and acts upon “New Academic Degree Program Authorization Pre-Proposal.”

- Submits approved pre-proposals to the Board of Governors' (BOG) Council of Academic VPs Academic Coordination Review group for discussion.
- Adds the program to the FIU-BOG Work Plan under "New Programs to Be Considered by University" in the next year.
- Reviews and acts upon all formal degree submissions approved by the Faculty Senate (and for graduate proposals approved by the UGS Dean).
- Submits approved proposals to the President.
- Submits Board of Trustees (BOT) approved (bachelor/masters) or recommended (doctoral) proposals to the Board of Governors (BOG).

President

- Reviews and acts upon all new degree proposals.
- Submits approved proposals to the BOT.

Board of Trustees

- Approves the FIU-BOG Work Plan which includes "New Programs to Be Considered by University" in the next years.
- Approves all new bachelor and master degree proposals prior to submission to the BOG.
- Recommends approval to the BOG all doctoral degree proposals.

PROCEDURES FOR NEW MAJORS/TRACKS PROPOSALS*

*New proposals include those for program majors at the bachelor's, master's, and doctoral level as well as all new program tracks, specializations, concentrations, areas of emphasis, program minors and certificates. Substantive changes to existing degree programs will require a restructuring of the current program in order to comply with above definitions.

Academic Unit, School/College Dean

- Department submits proposals in university approved format appropriate to the type of request (e.g., major, track, certificate).
- Department submits through Faculty Senate Curricular processes which includes Department and College curriculum committees, as well as dean's approval

Faculty Senate

- Approves all new proposals through its curricular processes.

Dean of the University Graduate School (UGS)

- Reviews and acts upon all graduate proposal submissions approved by the Faculty Senate.

Provost or Designee

Reviews and acts upon all new proposals approved by the Faculty Senate (and for graduate proposals approved by the UGS Dean).