

Academic Affairs Policy Statement No. 1

New Degree or Major Programs

1. References

- a. Academic Affairs Handbook, Board of Regents, University System of Georgia, July 1987.
- b. Bylaws of the University Council of the University of Georgia, 1988.
- c. Criteria and Procedures for New Programs, Board of Regents, University System of Georgia, updated January 2013. http://www.usg.edu/academic_programs/new_programs

2. Policy

- a. Effective this date and until rescinded, programs of academic work shall not be added to the curriculum of the University of Georgia unless recommended by the University Curriculum Committee in accordance with the Bylaws of the University Council, submitted by the President of the University of Georgia to the Chancellor, and approved by the Board of Regents of the University System. Policy and implementing guidance outlined herein are applicable to all Academic Degree Programs involving 30 hours or more of course work in a field of study. The policy statement may be reproduced for local use. Minor programs (less than 30 hours of course work) and non-degree certificate programs shall be subject to separate policy statements and implementing guidelines. No provisions stated herein are intended to conflict with the Bylaws or the Academic Affairs Handbook.
- b. A formal proposal is required when academic units contemplate adding a new degree or major program to the curricula of the institution. The formal proposal should include the following:
 - i. Forecast
 - ii. Academic Framework
 - iii. Rationale
 - iv. Mission Fit and Disciplinary Trends
 - v. Description and Objectives
 - vi. Need
 - vii. Demand
 - viii. Duplication
 - ix. Collaboration
 - x. Admission Criteria
 - xi. Curriculum
 - xii. Program of Study
 - xiii. Waiver to Degree-Credit Hour Length(if applicable)
 - xiv. Student Learning Outcomes
 - xv. Assessment
 - xvi. Recruitment and Marketing Plan
 - xvii. Enrollment Projections
 - xviii. Faculty
 - xix. Fiscal, Tuition, and Estimated Budget
 - xx. Facilities/Space Utilization

PROPOSED

- xxi. Tuition Differential Application (if applicable)
- xxii. Letters of Support

- c. Board of Regents' policy states that a baccalaureate degree must contain 120 semester hours (exclusive of physical education activity/basic health or orientation course hours that the institution may require). A baccalaureate degree program must require at least 21 semester hours of upper-division courses in the major field and at least 39 semester hours of upper-division work overall. All majors must be authorized by the Board of Regents. Master's degrees are established at a maximum of 36 semester hours. Generally, master's degrees at the university require between 30 and 36 hours. In some cases, exceptions may be made regarding the total number of hours required for a new program. Requests for an exception to offer a program with fewer than 30 hours or more than 36 hours will follow the same approval process as the new major proposal, and justification should be provided as part of the proposal.
- d. Any changes above the 120 degree-credit hour maximum for baccalaureate degree programs or the 36 degree-credit hour maximum for master's degrees must be presented in the form of a request for waiver to degree-credit hour length through the Senior Vice President for Academic Affairs and Provost with a rationale for such changes. The rationale shall include references to external accrediting body requirements that exacerbate the need and requirement to increase credit hours in a program. Exceptions to degree-credit hour requirements indicated above may be made only with approval of the Executive Vice Chancellor and Chief Academic Officer of the University System of Georgia.

3. Responsibility

a. Faculty

The responsibility for developing a new degree or major program resides with the faculty in each academic unit; however, only academic programs which promise to contribute to or otherwise enhance the mission of the University of Georgia should be considered for development.

b. Administrative

It shall be the responsibility of each school or college to ensure that all proposals receive appropriate faculty review prior to submission to the next higher administrative level. Both the head of the academic unit and the appropriate dean of the school or college submitting a proposal must review all proposals before they are submitted to the next higher administrative level. The Office of Instruction shall be responsible for reviewing proposals and providing any needed internal and external coordination of procedures. This shall include making appropriate recommendations to the Senior Vice President for Academic Affairs and Provost and the President of the University on program proposals that are transmitted to the Board of Regents for action. The Office of Instruction shall keep unit (library, institute, department, school, or college) heads informed of the current status of proposals as they move through the review stages required by governance procedures.

PROPOSED

c. Points of Contact

Academic units contemplating the development of new undergraduate degree or major programs should consult with the Office of Instruction. For new graduate degree or major programs, academic units should consult with the Dean of the Graduate School.

4. Procedure

The Board of Regents requires the submission of a formal proposal in support of a new degree or major program. The proposal should be consistent with the University mission and follow the format provided on the forms attached to this policy.

Proposals for new majors should be routed through the following approval sequence:

- a. Faculty of the academic unit proposing degree or major program
- b. Department Head or Director of academic unit proposing degree or major program
- c. Dean or Vice President of academic unit proposing degree or major program
- d. Graduate School Program Committee, if the major or degree program contains graduate courses
- e. Graduate Council, if the major or degree program contains graduate courses
- f. Dean of the Graduate School, if the major or degree program contains graduate courses
- g. Office of Instruction (for review)
- h. Senior Vice President for Academic Affairs and Provost
- i. University Curriculum Committee
- j. Executive Committee of the University Council
- k. University Council
- l. President
- m. Board of Regents

Substantive Change Review: The Office of Accreditation and Institutional Effectiveness will evaluate the new major for substantive change as it moves through the approval sequence. If it is determined that the new major is a substantive change as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), additional approval will be required.

5. System Review

- a. The Office of the Executive Vice Chancellor for Academic Affairs will, as deemed appropriate, seek the advice of outside consultants in evaluating a program proposal.
- b. As part of the review process for formal proposals, the Office of the Executive Vice Chancellor for Academic Affairs will disseminate to all University System of Georgia institutions, on a regular basis, a list of program proposals under consideration, and will invite interested parties to request a copy of the proposal for review and comment. Information received through this process will be considered in evaluating the proposals.

PROPOSED

Once approved, all programs will undergo a system review during the seventh year of operation. This review is designed to evaluate how well the program is meeting the expectations that were laid out in the formal proposal.

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2. Policy

- a. Effective this date and until rescinded, programs of academic work shall not be added to the curriculum of the University of Georgia unless recommended by the University Curriculum Committee in accordance with the Bylaws of the University Council, submitted by the President of the University of Georgia to the Chancellor, and approved by the Board of Regents of the University System. Policy and implementing guidance outlined herein are applicable to all Academic Degree Programs involving 30 hours or more of course work in a field of study. The policy statement may be reproduced for local use. Minor programs (less than 30 hours of course work) and non-degree certificate programs shall be subject to separate policy statements and implementing guidelines. No provisions stated herein are intended to conflict with the Bylaws or the Academic Affairs Handbook.

- b. A formal proposal is required when academic units contemplate adding a new degree or major program to the curricula of the institution. ~~The procedure to be followed in developing the formal proposal appears in paragraph four of this statement.~~ The formal proposal should include the following:

- i. Forecast
- ii. Academic Framework
- iii. Rationale
- iv. Mission Fit and Disciplinary Trends
- v. Description and Objectives
- vi. Need
- vii. Demand
- viii. Duplication
- ix. Collaboration
- x. Admission Criteria
- xi. Curriculum
- xii. Program of Study
- xiii. Waiver to Degree-Credit Hour Length(if applicable)
- xiv. Student Learning Outcomes
- xv. Assessment
- xvi. Recruitment and Marketing Plan
- xvii. Enrollment Projections
- xviii. Faculty

xix. Fiscal, Tuition, and Estimated Budget

xx. Facilities/Space Utilization

xxi. Tuition Differential Application (if applicable)

xxii. Letters of Support

b.c. Board of Regents' policy states that a baccalaureate degree must contain 120 semester hours (exclusive of physical education activity/basic health or orientation course hours that the institution may require). A baccalaureate degree program must require at least 21 semester hours of upper-division courses in the major field and at least 39 semester hours of upper-division work overall. All majors must be authorized by the Board of Regents.

Master's degrees are established at a maximum of 36 semester hours. Generally, master's degrees at the university require between 30 and 36 hours. In some cases, exceptions may be made regarding the total number of hours required for a new program. Requests for an exception to offer a program with fewer than 30 hours or more than 36 hours will follow the same approval process as the new major proposal, and justification should be provided as part of the proposal.

e.d. Any changes above the 120 degree-credit hour maximum for baccalaureate degree programs or the 36 degree-credit hour maximum for master's degrees must be presented in the form of a request for waiver to degree-credit hour length through the Senior Vice President for Academic Affairs and Provost with a rationale for such changes ~~and a sketch of the existing and proposed curriculum~~. The rationale shall include references to external accrediting body requirements that exacerbate the need and requirement to increase credit hours in a program. ~~Likewise, changes above the minimum requirement for master's degrees must be presented in the form of a request for waiver to degree-credit hour length with a rationale for such changes.~~ Exceptions to degree-credit hour requirements indicated above may be made only with approval of the Executive Vice Chancellor and Chief Academic Officer of the University System of Georgia.

3. Responsibility

a. Faculty

The responsibility for developing a new degree or major program resides with the faculty in each academic unit; however, only academic programs which promise to contribute to or otherwise enhance the mission of the University of Georgia should be considered for development.

b. Administrative

It shall be the responsibility of each school or college to ensure that all proposals receive appropriate faculty review prior to submission to the next higher administrative level. Both the head of the academic unit and the appropriate dean of the school or college submitting a proposal must review all proposals before they are submitted to the next higher administrative level. The ~~Senior Vice President for Academic Affairs and Provost~~ Office of Instruction shall be responsible for reviewing proposals and providing any needed internal and external coordination of procedures. This shall include making appropriate recommendations to the Senior Vice President for Academic Affairs and Provost and the President of the University on

program proposals ~~which that~~ are transmitted to the Board of Regents for action. The Office of ~~the Senior Vice President for Academic Affairs and Provost~~Instruction shall keep unit (library, institute, department, school, or college) heads informed of the current status of proposals as they move through the review stages required by governance procedures.

c. Points of Contact

Academic units contemplating the development of new undergraduate degree or major programs should consult with the ~~Senior Vice President for Academic Affairs and Provost~~Office of Instruction. For new graduate degree or major programs, academic units should consult with the Dean of the Graduate School.

4. Procedure

The Board of Regents requires the submission of a ~~prospectus and a~~ formal proposal in support of a new degree or major program. The proposal should be consistent with the University mission and follow the format provided on the forms attached to this policy.

~~University Council recommendations on proposals are forwarded to the Office of the Senior Vice President for Academic Affairs and Provost who will transmit the same to the President of the University for consideration. The President will transmit prospectuses to the Board of Regents with his or her recommendation, and formal proposals will be transmitted only after the University receives an invitation to submit formal proposals. Proposals for new majors should be routed through the following approval sequence:~~

- a. Faculty of the academic unit proposing degree or major program
- b. Department Head or Director of academic unit proposing degree or major program
- c. Dean or Vice President of academic unit proposing degree or major program
- d. Graduate School Program Committee, if the major or degree program contains graduate courses
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- f. Dean of the Graduate School, if the major or degree program contains graduate courses
- g. Office of Instruction (for review)
- h. Senior Vice President for Academic Affairs and Provost
- i. University Curriculum Committee
- j. Executive Committee of the University Council
- k. University Council
- l. President
- m. Board of Regents

~~the~~Substantive Change Review: The Office of Accreditation and Institutional Effectiveness will evaluate the new major for substantive change as it moves through the approval sequence. If it is determined that the new major is a substantive change as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), additional approval will be required.

5. System Review

- a. The Office of the ~~Senior-Executive~~ Vice Chancellor for Academic ~~s and Fiscal~~ Affairs will, as deemed appropriate, seek the advice of outside consultants in evaluating a program proposal.
- b. As part of the review process for formal proposals, the Office of the ~~Senior-Executive~~ Vice Chancellor for Academic ~~s and Fiscal~~ Affairs will disseminate to all University System of Georgia institutions, on a regular basis, a list of program proposals under consideration, and will invite interested parties to request a copy of the proposal for review and comment. Information received through this process will be considered in evaluating the proposals.

Once approved, all programs will undergo a system review during the seventh year of operation. This review is designed to evaluate how well the program is meeting the expectations that were laid out in the formal proposal.

~~c.~~

~~e.~~

~~OCCUPATIONAL PROJECTIONS AND REPORT RESOURCES FOR GEORGIA~~

~~Georgia Department of Economic Development Annual Reports~~

~~<http://www.georgia.org/about/Pages/georgia-annual-report.aspx>~~

~~Georgia Department of Labor Occupational Trends~~

- ~~• Area Labor Profiles: <http://explorer.dol.state.ga.us/mis/profiles.htm>~~
- ~~• Georgia Labor Market Explorer: <http://explorer.dol.state.ga.us/>~~
- ~~• Occupational Employment Statistics: <http://explorer.dol.state.ga.us/mis/oes.htm>~~
- ~~• Workforce Statistics Publications:
<http://explorer.dol.state.ga.us/gsipub/index.asp?docid=356>~~

~~Economic Development and Employer Planning System—Georgia~~

~~<http://www.edeps.org/SelectOccUA.aspx?st=GA>~~

~~Georgia's Workforce Annual Report~~

~~<http://doas.ga.gov/assets/Human%20Resources%20Administration/Workforce%20Planning%20Resources/FY2015%20Workforce%20Report.pdf>~~

~~Georgia State University, Economic Forecast Center <http://efc.robinson.gsu.edu>~~

~~University of Georgia, Selig Center for Economic Growth <http://www.terry.uga.edu/about/centers-institutes/selig>~~

~~Georgia Chamber of Commerce Annual Report <http://www.gachamber.com/Annual-Report.ar.0.html>~~

~~Georgia Trend Magazine <http://www.georgiatrend.com/>~~

Georgia Professional Licensing Boards (Secretary of State) <http://www.sos.ga.gov/plb/>

Georgia Bio, Life Sciences Partnership <http://www.gabio.org/>

Governor's High Demand Career Initiative

<http://www.georgia.org/competitive-advantages/workforce-division/programs-initiatives/high-demand-career-initiative-hdei/>

Governor's Office of Workforce Development <http://workforce.georgia.gov/>

Source: Board of Regents, July 1, 2013

NATIONAL OCCUPATIONAL PROJECTIONS AND REPORT RESOURCES

Bureau of Labor Statistics, Occupational Outlook Handbook <http://www.bls.gov/ooh/>

Bureau of Labor Statistics, Employment Projections <http://www.bls.gov/emp/>

U.S. Department of Health and Human Services, Health Workforce Analysis
<http://bhpr.hrsa.gov/healthworkforce/>

U.S. Department of Labor, Career OneStop
<http://www.careeronestop.org/ExploreCareers/Occupations/CompareOccupations.aspx>

National Academy of Sciences <http://www.nasonline.org/>

National Academy of Engineering <http://www.nae.edu/>

Institute of Medicine <http://www.iom.edu/>

National Research Council <http://www.nas.edu/nrc/index.html>

National Center for Health Workforce Analysis, U.S. Department of Health and Human Services
<http://bhpr.hrsa.gov/healthworkforce/allreports.html>

Workforce Trends in the Life Science Industry
http://www.esbinstitutes.org/download/files/reports/CSBI_WorkforceReportvFR.pdf

American's Career InfoNet: Occupational, Industry, and State Information
<http://www.acinet.org/acinet/>

American Institute of Physics Employment Data <http://www.aip.org/statistics/trends/emptrends.html>

National Association of Manufacturers <http://www.nam.org/>

Computing Technology Industry Association <http://www.comptia.org/home.aspx>

National Endowment for the Arts, Arts and Arts Workers in the U.S. <http://www.nea.gov/>

Center on Education and the Workforce, Publications, Georgetown University
<http://cew.georgetown.edu/publications/reports/>

Source: Board of Regents, July 1, 2013