



**Office of the Vice President for Academic Affairs | Provost**  
**ACADEMIC PROGRAM REVIEW PATHWAY**

The academic program review process for both credit and non-credit programs consists of two-steps – preliminary concept and full program proposal review. The Pathway assures that new academic programs (or significant changes to existing programs, including program closure) recommended by the College’s faculty are aligned to strategic priorities of the College, support the mission of the institution and sponsoring academic unit, and that the College’s administration can identify necessary resources to establish and sustain the program.

As detailed in College policies KI 1003 *Creation and Revision of Academic, Non-Credit, and Collaborative Programs* and KI 1002 *Substantive Change*, some types of academic changes may not require approvals at all levels, or may be advanced through some levels of the process as information items.

The general approval sequences, for new credit, non-credit, and collaborative programs with other institutions, or significant changes to existing programs, including program closures, appear below. The approval process is based on the steps required to develop and offer a new academic degree or non-credit programs. However, significant changes to academic programs, including program closures, also follow the same review process. Faculty governance leaders, Deans, the Vice President for Academic Affairs and Provost (VPAA|Provost), and VPAA|Provost staff, share responsibility for administering this process at Rollins College.

<b>New Credit Programs or Substantive Changes to Existing Programs</b> <i>(Including credit certificate programs; joint, dual, or collaborative programs with other institutions; and program discontinuation.)</i>
<b>1. Preliminary Concept Review</b>
a. Sponsor Completes VPAA Provost Academic Program Information Sheet
b. Sponsor Confers with Appropriate Faculty Governance Committee(s), Dean(s), and VPAA Provost (e.g., CLA-CC, Crummer-CRC, CLA Executive Committee, Crummer Full Faculty)
c. Board of Trustees (Notification Only as part of VPAA Provost’s Reports to Education Committee)
<b>2. Full Proposal Notification and Approval</b>
a. Appropriate Faculty Governance Committee(s) and/or Full Faculty
b. President’s Cabinet <i>(If Additional Resources Required)</i>
c. President
d. Board of Trustees <i>(New Degree Programs and Program Discontinuation/Closure Only)</i>
e. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or other external accrediting organizations <i>(If required, as determined by VPAA Provost Staff.)</i>

<b>Non-Credit Program Approvals</b>	
<b>Holt</b>	<b>Crummer</b>
Sponsor(s)	Program Director
Holt Dean	Crummer Dean or Designee
Faculty Governance (Notification and Comment)	VPAA Provost
VPAA Provost	
President’s Cabinet <i>(If Additional Resources Required)</i>	President’s Cabinet <i>(If Additional Resources Required)</i>

**Note: New degree, major, minor, or certificate program; substantive changes to an existing program; including discontinuation/closure of an existing program, or the establishment of joint, dual, or cooperative degree programs may not be advertised or implemented until final approval is received from College entities outlined in this policy. To meet SACSCOC requirements, and those of other external accrediting organizations of the College, new programs may be advertised with public statements noting “Pending approval by ...;” the APIE| SACSCOC Liaison will provide additional information. The VPAA|Provost or his/her designee will communicate approvals to program Sponsor(s) and Dean(s) to initiate program implementation changes, or termination.**

## I. Overview of the Faculty Recommendation and Trustee Approval Process

Listed below are typical proposals considered in the academic program approval process, as well as general review and approval process details. For a complete list of significant changes requiring notification, review, or approval by SACSCOC, faculty and administrators should consult College [Policy KI 1002 Substantive Change](#) .

### A. Typical Changes in Academic Programs and Structures Requiring SACSCOC Attention

- All NEW academic degree credentials comprising 50% or more new content/courses, including:
  - majors/tracks/concentrations,
  - minors,
  - certificates,
  - degrees, and
  - program name changes.
- Changes in methods of instructional delivery for programs, e.g., from face-to-face to blended methods.
- Discontinuation/termination/closure of existing academic degree programs.
- New joint, dual, or collaborative programs with other institutions.
- Changes in the length or credit hours required for academic degree programs.
- New campus branches or extension centers.
- New schools or name changes of schools.
- Changes in governance structures.

**NOTE: *Substantive change* is defined by SACSCOC as high-impact, high-risk changes and changes that affect the quality of educational programs and services. Such changes typically comprise 50% or more new courses or program changes to existing programs. New programs or program changes that do not require additional resources and comprise changes of 49% or less are not considered substantive changes and require only review and recommendation from appropriate faculty governance bodies with appropriate notification of Deans and VPAA|Provost.**

### B. Steps in Proposal Development and Review: New Academic Programs

#### 1. Pre-Proposal Review

- a. Sponsor reviews College policies for required approval processes (including [VPAA|Provost Academic Program Information Sheet](#), (click link to view).
- b. Sponsor prepares preliminary [VPAA|Provost Academic Program Information Sheet](#), including estimated enrollments, projected revenue, and costs.
- c. Sponsor submits [VPAA|Provost Academic Program Information Sheet](#) to appropriate faculty governance body.
- d. Appropriate governance body chair adds item to committee agenda for consideration with copies to appropriate Dean and VPAA|Provost for preliminary consideration of alignment to mission and strategic priorities and resources needs.
- e. VPAA|Provost or designee informs Sponsor(s), appropriate governance body chair, and Deans of any resource concerns or required notifications to accreditors.
- f. Education Committee of Board of Trustees notified as part of VPAA|Provost's regular reports.

#### 2. Full Proposal Approval

- a. Prepare full proposal and update [VPAA|Provost Academic Program Information Sheet](#) (if needed).
- b. Submit [VPAA|Provost Academic Program Information Sheet](#) and full proposal to appropriate faculty governance body for formal review and recommendation, with copies to Dean and VPAA|Provost.
  - If additional resources are required, VPAA|Provost will submit the proposal to the President's Cabinet for review and recommendation to the President for approval.

- c. For new degree programs or closure of existing programs only, VPAA|Provost submits proposal to Education Committee of the Board of Trustees for approval.
- d. For new degree programs, substantive changes to existing programs, or closure of existing programs, the Sponsor(s) and Dean, in collaboration with the APIE|SACSCOC Liaison, prepare documentation required for approval by SACSCOC, or other external accrediting organizations.
- e. VPAA|Provost notifies Sponsor(s), Dean, and other concerned constituents of outcome.
- f. New program, program changes, or program discontinuation may be announced and posted to College's websites.

### II. Board of Trustees Approval: New Degree Programs or Discontinuation of Existing Programs

New academic degrees comprise those for which a new degree credential, e.g., Executive Doctorate in Business Administration (E.D.B.A.), Master of Public Health (M.P.H.), not previously offered or awarded by the College is proposed.

**Note: No outside notifications or advertising of proposed changes may be made until the program is fully approved by the College's Board of Trustees and approval documents are submitted to external accreditors. Advertising prior to SACSCOC approval requires special notations required by the College's regional accreditor. The College's APIE| SACSCOC Liaison will provide additional information on the required text.**

Similarly, the discontinuation of any existing degree program, e.g., the Associate of Arts (A.A.) or the Master of Planning in Civic Urbanism (M.P.C.U.) degrees in Holt, require recommendation by the appropriate faculty and administrators, formal approval by the College's Board of Trustees, and appropriate notification of the College's accrediting organizations.

Appropriate faculty governance and administrative committees first consider all proposals for new academic degree programs or the discontinuation of existing programs. Once recommended by appropriate faculty governance bodies, proposals for new degree programs requiring new resources are forwarded by the VPAA|Provost to the President's Cabinet for review and recommendation. If resources are required and the President's Cabinet makes a positive recommendation, the VPAA|Provost then forwards proposals to the President for review and approval. Once approved by the President, the VPAA|Provost forwards the new degree program proposal to the chair of the Education Committee of the College's Board of Trustees for inclusion on its agenda and subsequent presentation to, review by, and approval of the full Board or inclusion on the Administrative Action Report, as appropriate.

**NOTE: Academic changes not requiring Trustee action may be implemented with appropriate internal approvals from the VPAA|Provost and/or President, with notification of the Education Committee of the Board of Trustees as part of the Provost's regular report to the Committee.**

Following Trustee approval, the Sponsor(s), appropriate Deans, APIE|SACSCOC Liaison, and VPAA|Provost prepare required accrediting agency notifications or substantive change proposals for approval by SACSCOC and/or other College accreditors, as required.

The VPAA|Provost or his/her designee will notify Sponsor(s) and Deans of accrediting agency approval decisions. Once approval is obtained, program proposers may move forward with implementing and advertising the new program.