



# ROLLINS COLLEGE POLICY

<b>Title: Creation, Revision, and Closure of Academic, Non-Credit, and Collaborative Programs</b>	<b>Type</b>	<b>Key Institutional</b>
<b>No:</b> KI 1003	<b>Approval Date:</b> Rev. 2, 6-8-2021; Rev. 1, 4-27-2017; 5-15-2014	
<b>Responsible Office:</b> VPAA  Provost	<b>Reviewed By:</b> Dean of Faculty, 5-20-2021; Dean of Crummer, 6-2-2021; Dean of Holt, 6-3-2021; VPAA  Provost, 6-4-2021; Policy Committee (notification), 6-4-2021; President’s Cabinet, 6-8-2021 <b>Approved By:</b> President, 6-8-2021	
<b>Next Review:</b> 2026	<b>Revision No:</b> 2, Updated 5-17-2021 to align with revisions to KI 1002 <i>Substantive Change</i> policy.	

## I. Purpose/Introduction/Rationale

This policy provides guidelines for the review and approval of new academic, non-credit, dual, or joint collaborative programs, as well as substantive program modifications to or closure of to any such programs.

This policy is designed to ensure that plans for proposed new academic degree, major, minor, certificate programs (credit or non-credit); joint, dual-degree, or cooperative degree programs with other institutions; or new community or public service programs, as well as significant changes to or closure of existing programs; are communicated to all concerned members of the campus; are aligned with the College’s mission, institutional strategic plans and priorities; meet the needs of students; and have adequate resources to support program needs.

The College’s regional accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires notification for, and, when required, approval of, any substantive changes – “significant modification or expansion of the nature and scope of an accredited institution” – occurring at member institutions prior to program implementation. Such changes may include, but are not limited to, “[t]he addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated,” closing of programs, or entering into collaborative agreements with other institutions for joint or dual degrees. Additional information on the scope of substantive change may be found in [College Policy KI 1002 Substantive Change](#) or the SACSCOC [Substantive Change Policy and Procedures statement](#) (click links to view).

***Note: Most new degree, major, minor, or for-credit 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, such programs/changes may be advertised with public statements noting “Pending approval by ...;” the Assistant Provost for Institutional Effectiveness|SACSCOC Liaison (APIE|SACSCOC Liaison) will provide additional information. Non-credit programs require only the approval of appropriate College entities prior to advertisement and implementation.***

## II. Definitions

Baccalaureate degrees are defined as those programs requiring a minimum of 140 semester hours beyond the high school diploma, a minimum of 30 semester hours of which shall be comprised of general education coursework. In the residential undergraduate programs of the College of Liberal Arts (CLA), at least 50% of the semester hours required for undergraduate degrees shall be earned through coursework completed at Rollins. In evening undergraduate programs of the Hamilton Holt School (Holt) at least 25% of the semester hours required for the degree shall be earned through coursework completed at Rollins.

Master’s degrees are defined as those programs requiring a minimum of 30 semester hours beyond the baccalaureate degree. At least 33% of the semester hours required for master’s degrees shall be earned through instruction at Rollins.

Doctoral degrees are defined as those programs requiring a minimum of 50 graduate semester credit hours beyond the baccalaureate degree, with at least 30 graduate semester hours beyond the master's degree, including a minimum of 16 dissertation preparation hours and a minimum of 12 dissertation hours.

Undergraduate majors are defined as coherent programs of study in an academic discipline leading to a baccalaureate degree in the given academic area of specialty.

Undergraduate and graduate minors, concentrations, or certificates are defined as coherent clusters of academic courses comprising a distinct curricular pattern in a single discipline. Minor, concentration, and certificate programs normally require a minimum of 15-18 semester credit hours of prescribed coursework.

Credit certificate programs are defined as coherent clusters of credit coursework culminating in a certificate or other credential offered by one of the College's schools.

Non-credit certificate programs are defined as coherent clusters of non-credit coursework culminating in a certificate or other credential offered by one of the College's schools. When appropriate and available, certificate programs of the College are typically recognized by relevant professional organizations. **Note:** Non-credit courses or units not originally intended for transfer to credit-bearing academic programs, from Rollins or other institutions certificate programs, may not be converted to credit-earning experiences without evaluation by persons academically qualified to make such judgments. Such evaluations must: 1) meet requirements articulated in College Policy AC 2000 *Academic Credit Hours and Levels of Courses*, 2) document adequate course content and learning outcomes, 3) ensure that courses rise above the level of basic skills and constitute more than a training experience, and 4) certify that the courses meet the requirements for the degree Rollins awards and applicable SACSCOC accreditation standards.

Dual academic degree programs are defined as those between Rollins and one (or more) institutions in which "students study at two or more institutions and each institution grants a separate academic award bearing only its name, seal, and signature."

Joint academic degree programs are those between Rollins and one (or more) institutions in which "students study at two or more institutions and the institutions grant a single academic award bearing the names, seals, and signatures of each of the participating institutions."<sup>2</sup>

Dual and joint academic degree programs are typically governed by Memorandums of Understanding (MOUs) between the College and other participating institutions. These MOUs articulate agreed-upon academic completion requirements and the awarding of degrees, diplomas, or certificates.

### **III. Procedure or Application**

#### **A. General Guidelines**

The Rollins College Board of Trustees has full authority to "prescribe and regulate the course of studies to be pursued in all departments of the College" and "establish or eliminate degree programs."<sup>1</sup> As stated in the *Bylaws*, the Board has entrusted and charged the faculty of the College of Liberal Arts (CLA) and the Crummer Graduate School of Business (Crummer), respectively, with responsibility for the academic programs of the College,<sup>2</sup> noting "... the faculty shall have primary responsibility for the content, quality, and effectiveness of the curriculum of the College."<sup>3</sup> These responsibilities include curricular content, quality, and effectiveness of credit-bearing programs and courses that culminate in the awarding of academic degrees, diplomas, or certificates. Non-credit programs of study that culminate in a certification document are reviewed administratively in consultation with the appropriate faculty governance entities.

Once formally recommended by appropriate faculty governance entities, new degree, major, minor, certificate programs; substantive changes to an existing program; closure of existing programs, or the establishment of joint, dual, or cooperative degree programs are implemented by the College administration in consultation with sponsoring faculty.

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<sup>1</sup> Rollins College. (2016.) *Bylaws of Rollins College*, Art. I, Sect. 8, p. 3.

<sup>2</sup> Rollins College. (2016.) *Bylaws of Rollins College*, Art. III, Sect. 8, p. 14.

<sup>3</sup> Rollins College. (2016.) *Bylaws of Rollins College*, Art. IV, p. 17.

Non-credit programs may be initiated by faculty or administrators of the College and the recommendations of the faculty are reviewed in consultation with the appropriate faculty governance entity or entities.

Non-credit courses or units not originally intended for transfer to credit-bearing academic programs, from Rollins or other institutions certificate programs, may not be converted to credit-earning experiences without evaluation by persons academically qualified to make such judgments. Such evaluations must: 1) meet requirements articulated in College Policy AC 2000 *Academic Credit Hours and Levels of Courses*, 2) document adequate course content and learning outcomes, 3) ensure that courses rise above the level of basic skills and constitute more than a training experience, and 4) certify that the courses meet the requirements for the degree Rollins awards and applicable SACSCOC accreditation standards.

In the case of new degree programs or significant program revisions with resource implications, administrative review is also required by the President's Cabinet and President to assure alignment to mission and strategic goals, and assure that adequate resources can be allocated to establish and sustain the program.

In the case of both new degree programs and the closure of existing degree programs, approval by the College's Board of Trustees and appropriate external accrediting bodies is required. Proposals for all new degree programs or closure of existing degree programs, must include a Vice President for Academic Affairs and Provost (VPAA |Provost) [Academic Program Information Worksheet](#) (click link to view) and a detailed justification and rationale based on the College's mission, institutional strategic plans, available resources, and the needs of students. Per appropriate faculty bylaws, faculty governance review and recommendation processes follow the steps noted in Part B (below).

Establishment of or significant changes to exchange, joint, or dual degree programs with international or non-regionally accredited institutions, as well as new study abroad sites and providers, require additional consultation with the Office of International Programs and/or the Office of International Student and Scholar Services. The number of students involved, transfer of credit arrangements, and associated matters must be detailed in the VPAA |Provost [Academic Program Information Worksheet](#) (click link to view) and full proposal.

***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.***

## **B. Review and Approval Process**

The VPAA |Provost [Academic Program Information Worksheet](#) and [Academic Program Review Pathway](#) (click links to view) describe a two-step process for the review and recommendation of new programs (including joint and dual degree initiatives) or significant changes to existing programs (including program discontinuation/closure) by faculty governance bodies and administrative entities.

Departments, programs, faculty, staff, or administrators (hereinafter "Sponsors") considering new credit-bearing academic programs (including joint or dual degrees), significant revision of existing programs, or discontinuation of an existing program, are strongly encouraged to meet with the appropriate Dean(s), faculty governance Chairs, and VPAA|Provost, to discuss preliminary plans as early as possible in the development process. These meetings are intended to promote communication about possible program changes, resource needs, and documentation required, if any, for accrediting bodies prior to development and submission of full proposals.

### **1. Review Process for New Credit Programs (including Credit Certificate programs and joint and dual degrees) or Substantive Changes to Existing Credit Programs (including discontinuation/closure).**

- A. **Preliminary Concept Review.** Sponsor(s) prepare(s) a VPAA|Provost [Academic Program Information Worksheet](#) (click to view). This summary concept document serves as a briefing paper for preliminary

conversations with and notification of appropriate Dean(s), faculty governance committee chairs, and the VPAA|Provost, and as a cover sheet for full proposal review.

The VPAA|Provost consults with the President and shares the results of that review with the program Sponsor(s). See the [Academic Program Review Pathway](#) document (click link to view) provided with this policy for additional information.

B. ***Full Program Proposal Review.*** Sponsor(s) develop a full program proposal for formal faculty governance review describing:

- the rationale and need for new program or modification of an existing program,
- intended student learning outcomes,
- budget and resource requirements,
- a curricular plan (Catalog copy) articulating program requirements, and
- a Demonstration of Learning (DoL, assessment of student learning outcomes) plan.

The VPAA|Provost [Academic Program Information Worksheet](#) (click to view) noting appropriate reviews and notifications and full proposal is forwarded to the Curriculum Committee(s) of CLA and/or Crummer, respectively, for formal consideration and recommendation. Proposals for programs in Holt are first reviewed with the Holt Dean and then follow the same curricular approval processes described above for CLA, depending on the academic discipline involved.<sup>4</sup>

C. ***Administrative Review.*** In the case of new programs or significant changes requiring new or additional resources, once approved by faculty governance, an administrative review and recommendation by the College's President's Cabinet and President, is facilitated by the VPAA|Provost to assure fit to mission and strategic goals, and that adequate resources are available to support proposed changes.

E. ***Trustee Approval, If Required.*** In the case of new degree programs (a new type of degree not previously offered by the College, not a new major within an existing degree program), or discontinuation of an existing program, review and approval by the College's Board of Trustees is required. In such cases, the VPAA|Provost obtains approval from the Education Committee of the Board of Trustees.

F. ***Accreditor Approval, If Required.*** Once College approvals are complete, an appropriate proposal, if required, for substantive change will be prepared by the Sponsors(s) and Dean(s) in collaboration with the APIE|SACSCOC Liaison and submitted to SACSCOC, or other external accrediting organizations, as required.

## 2. Non-Credit Programs

A. ***Crummer.*** Non-credit programs of the Crummer Philanthropy and Nonprofit Leadership Center, and Management and Executive Education programs are approved by program directors in consultation with the Dean of Crummer, or his/her designee, with final approval from the VPAA|Provost. Program effectiveness and participant outcomes are assessed by each unit and are reported annually through the College's Administrative Effectiveness System (AES).

B. ***Holt.*** Non-credit programs of Holt follow the review and approval process below.

1. Sponsoring department, program, committee, staff member, or administrator (Sponsor) develops a proposal describing:
  - the rationale and need for new program or modification of an existing program;
  - intended participant outcomes;
  - budget and resource requirements;
  - a curricular plan articulating program requirements; and
  - an AES plan for evaluating participant outcomes and program effectiveness.
2. The proposal is forwarded by the Sponsor(s) to the Dean of Holt. The Dean of Holt notifies the chair of the CLA Curriculum Committee of the proposal and provides a copy for review. The proposal is then

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<sup>4</sup> Actions of the CLA Curriculum Committee are subsequently reported to and reviewed by the Executive Committee of the CLA faculty.

submitted to the VPAA|Provost, along with comments from the faculty leadership, for approval. The VPAA|Provost will consider alignment to mission and budgetary implications, and may consult with other constituencies, if needed. Approval is communicated to the Sponsor(s) and Dean by the VPAA|Provost or his/her designee.

## **IV. Related Policies**

Rollins College. (2021). [Key Institutional \(KI\) Policy 1002 Substantive Change, Rev. 2.](#)

Rollins College. (2016.) [Academic \(AC\) Policy 2000 Academic Credit Hours and Levels of Courses](#)

SACSCOC. (2018.) [Agreements involving joint and dual academic awards: Policy and procedures.](#)

SACSCOC. (2018). [Substantive Change Policy and Procedures.](#)

Rollins College. (2016, revised). *Bylaws of Rollins College.*

Rollins College. (2019.) *Bylaws of the Faculty of the College of Liberal Arts, Article V Governance Structure, Section 1; Article VI, Section 1-2; and Article VII, Section 1.*

Rollins College. (2019.) *Bylaws of the Faculty of the Crummer Graduate School of Business, Article III Faculty Responsibilities, Rights and Duties, Part 1 Academic Programs.*

## **V. Appendices/Supplemental Materials**

[VPAA|Provost Academic Program Information Worksheet](#) (click link to view)

[VPAA|Provost Academic Program Review Pathway](#) (click link to view)

## **VI. Effective Date**

This policy is effective June 8, 2021 and supersedes all previously issued versions.

## **VII. Rationale for Revision(s)**

Rev. 2: Updated 6-8-2021 to align with revisions to College Policy KI 1002 *Substantive Change Policy*.

Rev. 1: Updated 4-27-2017 for CLA governance and name change, and establishment of Administrative Council.



Office of the Vice President for Academic Affairs | Provost  
**ACADEMIC PROGRAM INFORMATION SHEET**

**New Programs and Substantive Change/Discontinuation of Existing Programs**

<b>Program Name</b>		
<b>College</b>		
<b>Department or Program</b>		
<b>Contact(s), E-mail, Phone</b>		
<b>Type of Program</b>	Type in Degree, Major, Minor, Certificate, Dual or Joint Degree Program	
<b>Level</b>	Choose from undergraduate, post-baccalaureate, graduate, doctoral, or certificate	
<b>Credit or Non-Credit</b>		
<b>Total Credit Hours</b>		
<b>Effective Date</b>		
<b>Program Need and Fit to Mission</b>		
<b>Intended Audience</b>		
<b>Projected Enrollment</b>		
<b>Location(s) of Instruction</b>	Physical location of instruction (e.g., Main Campus, new location, etc.) and means of delivery (e.g., traditional face-to-face, on-line, blended, etc.). Include information on the percentage of technology-based course delivery if a blended program. Indicate plans or potential plans for expansion to additional physical locations or additional means of delivery. If this program is for international exchange or study abroad, briefly describe transfer of credit arrangements and consult with International Programs or the Office of International Student and Scholar Services as required.	
<b>Admission Requirements</b>		
<b>Faculty Required/Credentials</b>	If existing faculty will staff the program, explain how teaching in the new program will affect offerings of the department, e.g., existing majors, minors, general education, etc.	
<b>Coursework Required</b>		
<b>Student Learning Outcomes</b>	What will students or participants know or be able to do upon completion of the program?	
<b>Evaluation &amp; Assessment</b>	How will student learning outcomes be assessed and how will program efficacy be evaluated? Attach Demonstration of Learning (DoL) assessment plan.	
<b>Resource Requirements &amp; Project Budget</b>	Will the program require additional resources, from any source, such as faculty, courses, library materials, equipment, and/or facilities? If such resources are required, indicate the source of funding to support needs.	
<b>REVIEWS - APPROVALS</b>		
<b>Sponsoring Department</b>	Signature	Date
<b>OIP or OISSS</b> (if international.)	Signature	Date
<b>Dean</b>	Signature	Date
<b>VPAA Provost</b>	Signature	Date
<b>Faculty Governance</b> (All governance entities.)	Signature Signature	Date Date
<b>Administrative Council</b> (If financial resources required.)	Signature	Date
<b>President</b> (if required)	Signature	Date
<b>Trustees</b> (if required)	Signature	Date
<b>SACSCOC Action Taken</b> (Completed by Assistant Provost and SACSCOC Liaison.)	Action Required	Date



**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.