ROLLINS
P O L I C Y

Title:	Creation and Revision of Academic, Non-Credit, and Collaborative Programs	Type:	Key Institutional
No: KI 1003		Approval Date: May 15, 2014	
Responsible Office: VPAA/Provost		Approved By: Fac Exec Cncl; P&BC; Pres Staff, President	
Next Review: 2019		Revision No:	

I. Purpose/Introduction/Rationale

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

The creation of academic degree, major, minor, or certificate programs (credit or non-credit); substantive changes to existing programs;[1] the establishment of joint, dual-degree, or cooperative degree programs with other institutions; or the initiation of community or public service programs must align with the College's mission, institutional plans and priorities, available resources, and the needs of students. Faculty of the Arts & Sciences (A&S), the College of Professional Studies (CPS), and the Crummer Graduate School of Business (CRU), respectively, have primary responsibility for curricular content, quality, and effectiveness of credit-bearing programs and courses at Rollins College that culminate in the awarding of academic degrees, diplomas, or certificates. Non-credit programs of study that culminate in certification document are reviewed administratively in consultation with the appropriate faculty governance entities.

New degree, major, minor, or certificate program; substantive changes to an existing program; or the establishment of joint, dual, or cooperative degree programs _may not_ be advertised or implemented until final approval is granted from the appropriate College entities outlined in this policy, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and other appropriate external accrediting organizations of the College, if required. 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 A&S/CPS, at least 50% of the semester hours required for undergraduate degrees shall be earned through coursework completed at Rollins. In part-time evening undergraduate programs of the Hamilton Holt School 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 maximum of 12 hours of dissertation hours and a maximum of 23 dissertation preparation 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.

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."[2]

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

As delegated by the College's Board of Trustees,[3] development and oversight of credit-bearing programs culminating in the awarding of academic diplomas or certificates from Rollins College are governed by appropriate Faculty Bylaws. Once formally approved by appropriate faculty governance entities, new degree, major, minor, certificate programs; substantive changes to an existing program; or the establishment of joint, dual, or cooperative degree programs are implemented by the College's administration in consultation with those faculty. 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.

In the case of new degree programs or program revisions with resource implications, administrative review is also required by the College's Planning and Budget Committee (P&BC), President's Cabinet, President, and, in the case of new degree programs, the Board of Trustees. Proposals for all new programs must include justification and rationale based on the College's mission, institutional plan, available resources, and the needs of students. Faculty governance review and approval processes follow the steps noted in Part B. (below).

No new academic degree, major, minor, certificate program, or substantive change to any existing credit-bearing program, may be advertised or implemented until final approval is granted from the appropriate College entities outlined in this policy, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and other appropriate external accrediting organizations of the College as required. Non-credit certificate programs require only the approval of appropriate College entities outlined in this policy prior to advertisement and implementation.

B. **Review and Approval Process**
Departments, programs, faculty, staff, or administrators considering new academic programs or revision of existing programs are strongly encouraged to meet with the appropriate faculty governance body (if required), Dean(s), and Vice President for Academic Affairs and Provost (VPAA/Provost) as early as possible in the development process to discuss program changes, resource needs, and substantive change documentation, as required.

1. **Approval Process for Credit Programs (including Credit Certificate programs)**
   A. Sponsoring department, program, and/or faculty committees develop a proposal describing:
      - 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.

   B. Proposals bearing appropriate approvals from department, program, or committee chairs are then passed to either the Academic Affairs Committee of A&S (A&S-AAC), Curriculum Review Committee of CPS (CPS-CRC), or the Faculty of the Crummer Graduate School of Business, respectively, for review and approval.[4, 5, 6] Proposals for programs in the Hamilton Holt School are first approved by the Hamilton Holt School Dean and then follow the same curricular approval processes described above for A&S or CPS, depending on the academic discipline involved.[*]

   C. Once approved by faculty governance, meeting minutes recording approval are forwarded to the appropriate Dean(s) and VPAA/Provost for either administrative review, recommendation, or approval, as applicable, by the Planning and Budget

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[*]All significant actions of the A&S-AAC are subsequently reported to and approved by the Executive Committee of the A&S faculty and if changes or new programs are considered to be of great significance, such cases are taken to the full A&S faculty at a monthly meeting for review and approval.

Committee, President's Staff, President, and Trustees, if required, or implementation in consultation with the appropriate faculty.

2. **Non-Credit Programs**
   A. Crummer Graduate School of Business
      Non-credit programs of the Crummer School's Philanthropy and Nonprofit Leadership Center and Management and Executive Education programs are approved by program directors in consultation with the Dean of Crummer, or designate of the Dean. Program effectiveness and participant outcomes are assessed by each unit and is reported annually through the College's Administrative Effectiveness System (AES).

   B. Hamilton Holt School
      Non-credit programs of the Holt School or its Center for Lifelong Learning follow the process below.
      1. Sponsoring department, program, committee, staff member, or administrator develops a proposal describing:
         - rationale and need for new program or modification of an existing program,
         - intended participant outcomes, and
         - 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 developer to the Dean of the Hamilton Holt School. The Dean then notifies the appropriate faculty leadership of the proposal and provides a copy of the proposal for review. The proposal is then 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 developer by the VPAA/Provost.

IV. Related Policies or Applicable Publications

[1] Rollins College. (2013). *Key Institutional (KI) 1002 Substantive Change Policy*.

[2] Southern Association of College and Schools Commission on College (SACSCOC). *Agreements involving joint and dual academic awards: Policy and procedures*. http://www.sacscoc.org/pdf/AgreementsInvolvingDualandJointAwards.pdfSubstantive Change Policy.

[3] Rollins College. (2002, amended). *Bylaws of Rollins College, Article IV, Faculty, Section 1. Appointment, Powers and Duties*.

[4] Rollins College. (2014.) *Faculty Handbook, Faculty of the College of Arts & Sciences, Section IV Policies and Procedures; Section V Bylaws, Article V Governance Structure, Section 1; Article VI, Section 1-2; and Article VII, Section 1*.

[5] Rollins College. (2014.) *Bylaws of the College of Professional Studies, Article IV Standing Committees, Sections 1 and 3 and Article V, Meetings of the Faculty, Section 1.*

[6] Rollins College. (2014.) *Bylaws of the Faculty of the Crummer Graduate School of Business, Section VI Bylaws, Article III, Faculty Responsibilities, Rights and Duties, Part 1 Academic Programs.*

V. Appendices/Supplemental Materials

Proposal for New Program Template

Demonstration of Learning Template Link

Administrative Effectiveness Template Link

VI. Rationale for Revision

[*Not applicable.*]

Office of the Vice President for Academic Affairs and Provost

Cover Sheet for New Program Proposal or Substantive Change of an Existing Program

Program Name	
College	
Department or Program	
Contact(s), E-mail, Phone	
Type of Program	Degree, Major, Minor, Certificate, Dual or Joint Degree Program
Level	Undergraduate, past-baccalaureate, graduate, doctoral, professional.
Credit or Non-Credit	
Total Credit Hours	
Effective Date	
Program Need & Fit to Mission	
Intended Audience	
Projected Enrollment	
Location(s) of Instruction	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.). Indicate plans or potential plans for expansion to additional physical locations or additional means of delivery.
Admission Requirements	
Faculty Required and Credentials	
Coursework Required	
Student Learning Outcomes	What will students or participants know or be able to do upon completion of the program?
Evaluation & Assessment	How will student learning outcomes be assessed and how will program efficacy be evaluated?
Resource Requirements & Project Budget	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.
Department Approval	Signature and Date
Faculty Governance Approval(s)	Required only for credit-bearing programs. Note all governance bodies and approval signature(s).
P&BC Approval	(If required.)
President's Staff Approval	(If required.)
President's Approval	(If required.)
Trustee's Approval	(If required.)