

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: New Degree Program Planning and Approval
FPU Policy Number: FPU-5.0001AP
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: December 13, 2013
Date Revised: December 2, 2015
Responsible Division/Department: Academic Affairs
Initiating Authority: Provost and Executive Vice President for Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy governs the required planning and approval process for new academic degree programs (“new degree programs”) to be offered at Florida Polytechnic University and is applicable to all individuals charged with planning and approving new degree programs.

B. POLICY STATEMENT:

The Florida Polytechnic University Board of Trustees (“BOT”) has the responsibility and authority to approve the implementation of new degree programs at the bachelor’s, master’s, and advanced master’s, and specialist level in accordance with Board of Governors Regulation 8.011 (“BOG Regulation 8.011”). This policy supplements BOG Regulation 8.011. The University will follow the procedures below when: 1) identifying potential new degree programs to explore for implementation over the period covered by the University’s strategic plan and work plan; 2) reviewing and approving proposed new degree programs by the appropriate entities of the University and the system; 3) seeking final approval of the new degree program by the BOT and the Board of Governors; and 4) getting new degree programs adopted, if applicable.

The BOT shall only approve a new degree program if the program meets the criteria set out in BOG Regulation 8.011 (“BOG criteria”).

C. PROCEDURES:

The process for planning for and approval of new degree programs involves an exploratory pre-proposal process, a Formal Proposal development and preliminary internal review and approval process, and a final new degree program approval process.

1. Exploratory Pre-Proposal Process.

- a. The Provost, based on feedback from various constituents such as faculty, industry partners, University staff, and Board of Governors, and based on trends in higher education identifies potential new degree programs to explore for possible implementation over the period covered by the University’s strategic plan and work plan.
- b. The University may engage consultants to conduct market studies, viability studies, and/or to provide information on the potential new degree programs.
- c. The University, through its faculty, staff and outside consultants, gathers information related to the BOG criteria for each of the potential new degree programs to create a Prospectus. The Prospectus undergoes a vetting process by the following groups:
 - i. The Office of Institutional Research and Effectiveness (for CIP code assigning);
 - ii. The Academic Program Coordinators’ Council; and
 - iii. The Graduate Committee (if graduate program)
with recommendations related to the Prospectus and potential new degree program being submitted to the Provost.
- d. At the Provost’s direction, the Vice Provost submits the Prospectus for the proposed degree program to the SUS Council of Academic Vice Presidents (SUS-CAVP) for feedback.

- e. The Prospectus may be modified based on information and feedback obtained during the pre-proposal process. A promising Prospectus is submitted to the Provost for final review and consideration.
 - f. If the Provost determines that the University should further consider a potential degree program, the Provost presents the Prospectus to the BOT for the board’s preliminary approval of the potential new degree program.
2. **Formal Proposal Development and Internal Review Process.**
- a. If the BOT gives preliminary approval of a potential new degree program, faculty work with the Office of Institutional Research and Effectiveness to develop the **Formal Proposal** for the proposed new degree program and identify SACSCOC substantive change issues in coordination with the Accreditation Liaison. Once completed, the Formal Proposal for the proposed new degree program goes to the following for feedback and recommendations:
 - i. University Curriculum Committee (UCC)—for evaluation of the program and approval of proposed courses;
 - ii. Graduate Committee—(if a graduate program) for evaluation of the program and approval of proposed courses;
 - iii. Academic Program Coordinators’ Council—for overall evaluation to include compliance with accreditation (regional and professional, if applicable);
 - iv. The Chief Financial Officer—for evaluation of implementation costs and other costs;
 - v. Faculty Assembly;
 - vi. The University Provost; and
 - vii. The University President.
3. **Final Approval by BOT and Board of Governors and Adoption.** The Provost presents the final version of the Formal Proposal for the proposed new degree program to the BOT Academic and Student Affairs Committee for its approval.
- a. The BOT Academic and Student Affairs Committee has the authority to approve new degree programs. The Committee reviews the Formal Proposal in light of the BOG criteria and implementation costs and determines whether to approve the new degree program on behalf of the BOT.
 - b. If the BOT Academic and Student Affairs Committee approves the new degree program, the University submits the required information related to the new degree program to the Board of Governors for approval, if applicable, and/or for inclusion in the Board of Governors’ Academic Program Inventory.
4. **SACSCOC Approval.** Once the University receives approval documentation from the Board of Governors, the Accreditation Liaison submits all necessary documentation to SACSCOC in compliance with University and SACSCOC policies on substantive change. Upon SACSCOC approval, the University may include the new degree program in the Academic Catalog.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-5.0001AP	
_____ Initiating Authority	_____ Date
_____ Academic Policies Committee Chair	_____ Date
_____ Vice President of Academic Affairs	_____ Date
_____ President/Designee	_____ Date
Approved by FPU BOT, if required	_____ Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	