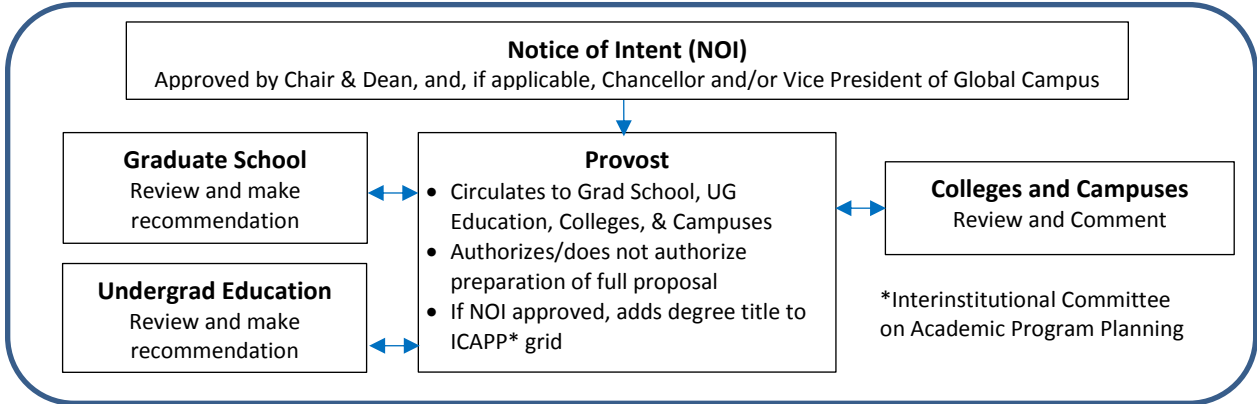


Review Process for New Degrees and Selected Degree Changes

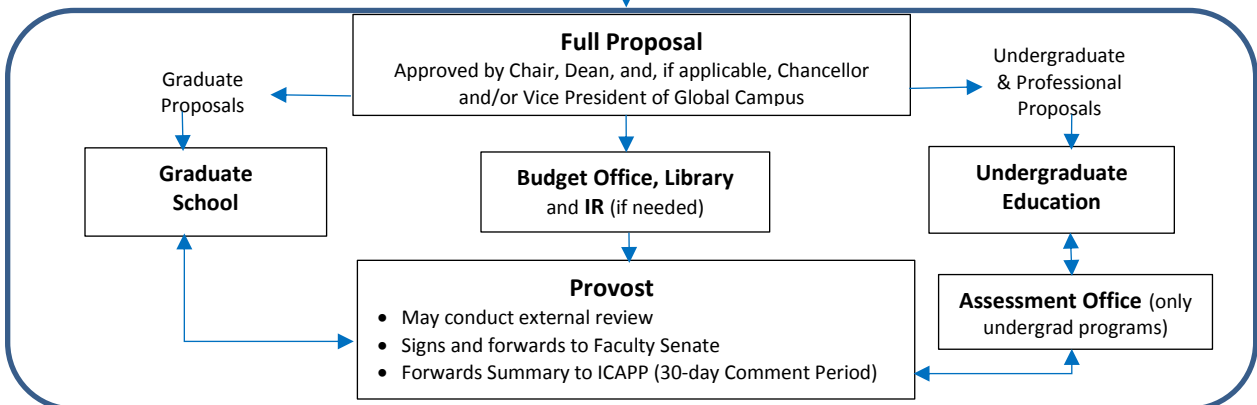
Pre-Proposal Phase

(Goal: 14 days)



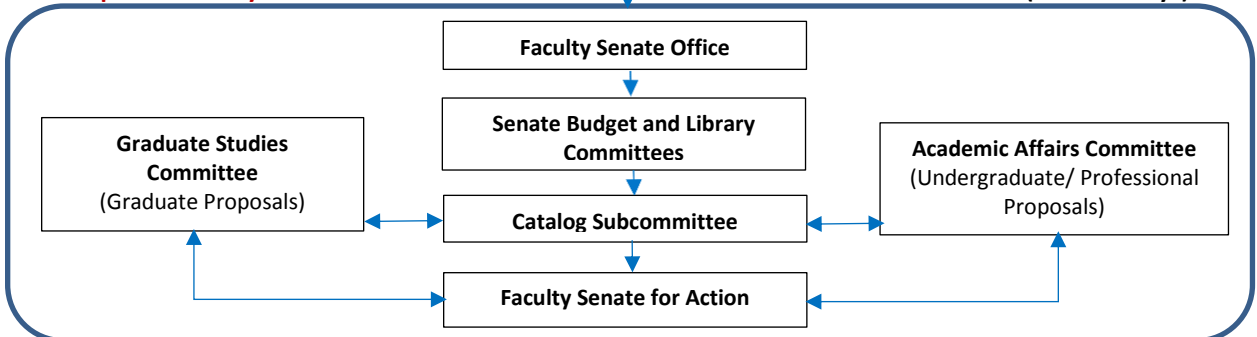
Full Proposal - Provost Phase (fulfilled by NOI for lesser changes)

(Goal: 14 days)



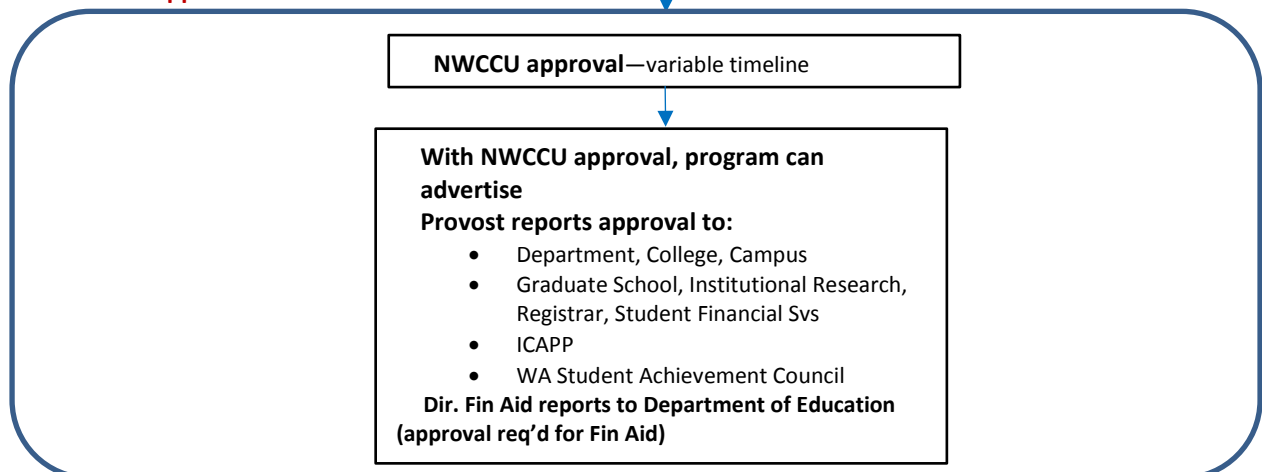
Full Proposal - Faculty Senate Phase

(Goal: 60 days)



Board of Regents Action—variable timeline

External Approval Phase



Process Overview and Rationale

Provost's Office Phases

Pre-Proposal Phase (Notice of Intent): The purpose of the Pre-proposal Phase is to inform academic units across the University of potential changes at the degree program level. This enables the identification of any conflicts and possible collaborations with existing or planned programs before significant time is invested in the development of a full proposal. Additionally, the review of pre-proposals within the Provost's Office enables the alignment of proposed degree programs with University goals to be assessed prior to developing a full proposal.

Did You Know? *Accreditation policies prohibit advertising or recruiting students for a new program not yet approved by the Board of Regents AND by the Northwest Commission on Colleges and Universities. The NOI phase allows the university to begin dialog with the accreditors.*

Full Proposal Phase: The purpose of the Provost's Office Full Proposal Phase is to assure that financial resources and personnel, learning outcome assessment, and diversity provisions are sufficient. Additionally, the examination enables the identification and resolution of any issues before proposals are forwarded to the Faculty Senate and, when deemed necessary, the inclusion of external reviewers.

- **ICAPP Review** (Interinstitutional Committee on Academic Program Planning, Council of Presidents, <http://www.councilofpresidents.org/icapp.html>): "ICAPP performs a role in the planning stages of both new baccalaureate and graduate degree programs and existing programs for new locations or modalities. Its purpose is to provide a forum for communication, transparency, feedback, collegial resolution of differences, and exploration of partnership opportunities among the members from the six public baccalaureate institutions and the State Board of Community and Technical Colleges."
- **Washington Student Achievement Council Notification** – The WSAC maintains the database of all degree programs offered in the state of Washington, as well as of the programs approved for students using veterans' benefits, and they are responsible for identifying underserved regions and populations, as well as fields of study where there is unmet state need. So it is important that their inventory of programs is kept up to date.

Proposals may be tracked on the Provost's Office website: <https://provost.wsu.edu/procedures/degree-approval/>

Faculty Senate Phase

After the Provost's Office has reviewed the proposal and released it for submission to the Faculty Senate approval process, the signed forms, proposal, and accompanying documents will be forwarded to the Registrar's Office and to the Faculty Senate Office for review and approval by the appropriate committees and the Faculty Senate.

NOTE: The Faculty Senate Curriculum Subcommittee will not consider new program proposals until new courses and requirements for that program have been approved.

If the new degree will include new courses or new program requirements, submit the required change forms (<https://www.ronet.wsu.edu/ROPubs/Apps/HomePage.ASP>) directly to the Registrar's Office at the same time the proposal itself is sent to the Provost's Office.

The Board of Regents' approval is required for submission to NWCCU; NWCCU approval is required for advertising and for submission to Dept. of Ed. for financial aid approval.

Post-Approval Notifications: Various state, federal, and regional accreditation offices must be notified of any changes to degrees. This is handled by the Provost's Office.

INFORMATION ON REVIEW PROCESS FOR GRADUATE PROGRAM DOCUMENTS (July 2017)

ACTION/DOCUMENT TYPE	Preliminary Review-- Graduate School Administrative Team	Official Submission to Provost Office	Official Submission to Faculty Senate	Official Submission to Board of Regents	Official Submission to NWCCU	Notification to other Agencies	Internal Notifications
Create new program or degree	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	Faculty Senate: notifies Provost's Office of completed actions. Provost's Office: submits to Regents, NWCCU, ICAPP. After NWCCU approval, Provost's Office notifies: Registrar's Office, Institutional Research, Faculty Senate, Graduate School, Assessment of Teaching & Learning, Admissions, Campus VCAs, campus registrars, Enterprise Systems Group
Discontinue program or degree	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Moratorium on admissions for up to 2 years	Required	Required	Information item	Information item	No	DOE/ICAPP/WA SAC	
Suspension of admissions for more than 2 academic years	Required	Required	Information item	Information item	Required if two years or more	DOE/ICAPP/WA SAC	
Extend program or degree to new location	Recommended	Required	Required	Information item	Required	DOE/ICAPP/WA SAC	
Rename a program	Recommended	Required	Required	Information item	Annual reporting only	DOE/ICAPP/WA SAC	
Consolidate 2 or more programs	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Align program name with degree name	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
All action for certificates 30 credits or more	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Create new certificate (under 30 credits)	Recommended	No	Required	No	No	No	Registrar's Office generates memo to: Institutional Research, Graduate School, Admissions, Enterprise Systems Group, campus VCAs and campus registrars
Discontinue certificate (under 30 credits)	Recommended	No	Required	No	No	No	
Suspend admissions for certificate under 30 credits (certificate moratorium for more than 1 academic year)	Required	No	Information item	No	No	No	
Extend certificate (under 30 credits) to new location	Recommended	No	Information item	No	No	No	
New bylaws	Required	No	Required	No	No	No	
Revised bylaws	Required	No	Required	No	No	No	
Revised program or degree requirements	Recommended	No	Required	No	No	No	
New/Revised Graduate School Policies and Procedures	Required	No	Required	Depends upon policy change	Depends upon policy change	Depends upon policy change	Depends upon policy change
CONTACT: Dr. Lori Carris, Graduate School, 5-7008, carris@wsu.edu	NOTE: Programs and certificates that have suspended admissions for one academic year should have a notice on their Fact Sheet page.			NOTE: Final internal approval authority for suspension, renaming, and extending programs is the President.			

INFORMATION ON REVIEW PROCESS FOR UNDERGRADUATE PROGRAM DOCUMENTS (Jan. 2017)

ACTION/DOCUMENT TYPE	Preliminary Review-- Provost's Office	Official Submission to Provost Office	Official Submission to Faculty Senate	Official Submission to Board of Regents	Official Submission to NWCCU	Notification to other Agencies?	Internal Notifications
Create new program or degree	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	<u>Faculty Senate</u> : notifies Provost's Office of completed actions. <u>Provost's Office</u> : submits to Regents, NWCCU, ICAPP. <u>After NWCCU approval, Provost's Office</u> notifies: Registrar's Office, Institutional Research, Faculty Senate, Graduate School, Assessment of Teaching & Learning, Admissions, Campus VCAAs, campus registrars, Enterprise Systems Group
Discontinue program or degree	Required	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Extend program or degree to new location	Recommended	Required	Required	Information item	Required	DOE/ICAPP/WA SAC	
Rename a program	Recommended	Required	Required	Information item	Annual reporting only	DOE/ICAPP/WA SAC	
Consolidate 2 or more programs	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Align program name with degree name	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
All action for certificates 30 credits or more	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Create new certificate (under 30 credits)	Recommended	No	Required	No	No	No	<u>Registrar's Office generates memo to</u> : Institutional Research, Graduate School, Admissions, Enterprise Systems Group, campus VCAAs and campus registrars
Discontinue certificate (under 30 credits)	Recommended	No	Required	No	No	No	
Suspend admissions for certificate under 30 credits (certificate moratorium for more than 1 academic year)	Recommended	No	Information item	No	No	No	
Extend certificate (under 30 credits) to new location	Recommended	No	Information item	No	No	No	
NOTE: Undergraduate majors may suspend certification in order to reorganize. See EPPM policy on certification.	CONTACT: Vice Provost Mary Wack, 5-8044 or mwack@wsu.edu			NOTE: Final internal approval authority for renaming and extending programs is the President.			