

Approval Guide for New, Expanding, or Closing Program/Site/Course

University of North Georgia, Spring 2013

Process to Address Changes in Academic Sites and Programs

This process is used in addressing the following changes:

- *Expanding existing certificate or degree program to an existing instructional site*
- *Initiating a new certificate or degree program*
- *Initiating a new off-campus site*
- *Altering significantly the length of a program*
- *Initiating a distance learning program*
- *Initiating a degree completion program*
- *Closing a program or instructional site*
- *Initiating joint/dual degree with another institution*
- *Initiating a program or course offered through contractual agreement or consortium*

Step 1: Notification of Change

- For the items listed above, the Notification of Program Planning Form must be completed and submitted to the Office of the Provost no later than nine months before the anticipated change will be implemented. The Provost's Office will forward the information to appropriate university offices for review.
 - Notification of Program Planning Form

Step 2: Determination of External Notification/Approval

- University of North Georgia personnel, as listed on the UNG Notification of Program Planning Form, will review the document and answer two major questions to determine the extent of the approval process.
 - **Question 1:** Based on campus offered, length of program, method of delivery, and degree of departure from existing programs and using the UNG Substantive Change Analysis Form, does the proposal trigger SACSCOC substantive change notification and/or approval?
 - SACSCOC Substantive Change Policy
(<http://www.sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf>)
 - **Question 2:** Does the proposal trigger USG Board of Regents (BOR) notification and/or approval?
 - **If either Q1 or Q2 is "Yes"**, then initiate both the external notification/approval sequence (Step 3a) **AND** the internal approval sequence (Step 3b).
 - **If both Q1 and Q2 are both "No"**, then initiate only an internal approval sequence (Step 3b).

Step 3a: External Notification/Approval Sequence

- If Question 1 (Step 2 – SACSCOC Notification) is “Yes”, the SACSCOC Liaison will submit the appropriate documentation to SACSCOC based on:
 - **Procedure One** “Notification and Approval Prior to Implementation”
 - **Procedure Two** “Only Notification prior to Implementation”, or
 - **Procedure Three** “Closing a Program, Instructional Site, Branch Campus or an Institution: Teach-Out Plans and Teach-Out Agreements”
- If Question 2 (Step 2 – BOR Notification) is “Yes”, the Provost will determine the type of substantive change or program modification proposed and the appropriate notification form:
 - BOR forms for program and curricular changes can be found on the USG Academic Program website: http://www.usg.edu/academic_programs/changes/
 - BOR forms for new program proposals can be found on the USG Academic Program website: http://www.usg.edu/academic_programs/new_programs/
 - BOR forms for external programs (off-site and distance learning) can be found on USG Academic Program website: http://www.usg.edu/academic_programs/external

Step 3b: Internal Approval Sequence

- Complete University of North Georgia Program Approval Form
 - **NOTE:** Any new, non-existing course(s) associated with a Program Proposal must be approved through the Academic Course Approval Process.
- Program Proposals are submitted to the College’s Program & Curriculum Committee for peer review. The committee recommendations are forwarded to the Dean.
- The Dean will submit all documents to the Provost’s Office.
 - Documents related to both the external and internal review processes will be placed on the agenda for the Provost Council (PC)
 - All Program Proposals will receive two readings by the PC.
 - Initial review/comments/suggestions by the PC will occur at the first reading. After the first reading, the program will be added to the agenda of the next PC meeting as a “second reading” item.
 - Between the first and second readings, any questions regarding the program will be sent to the appropriate university office for review.
 - The final PC approval vote will occur at the conclusion of the second reading.
- After PC approval, proposal will be submitted to the appropriate academic committee (Graduate Council or Academic Affairs Committee) for approval.

Academic Program Modification Process

*This process is used when making minor modifications to existing academic programs. Minor modifications include (but are not limited to) changing a plan of study, program admissions requirements, graduation requirements, accepting only grades of “C” or better, etc. The process is the same as Step 3b: Internal Approval Sequence listed above. The modification will be noted on the **Notification of Program Planning Form** submitted.*

Academic Course Approval Process

Step 1: Internal Approval Sequence

- Complete University of North Georgia Course Approval Form
- Course Proposals are submitted to the College's Program & Curriculum Committee for peer review. The committee recommendations are forwarded to the Dean.
- The Dean will submit all documents to the Provost's Office.
 - Documents related to the course review process will be placed on the agenda for the Provost Council (PC)
 - All Course Proposals will receive 2 readings by the PC.
 - Initial review/comments/suggestions by the PC will occur at the 1st reading. After the 1st reading the program will be added to the agenda of the next PC meeting as a "2nd reading" item.
 - Between the 1st and 2nd readings, any questions regarding the course(s) will be sent to the appropriate university office for review.
 - The final PC approval vote will occur at the conclusion of the 2nd reading.
- After PC Approval, courses sent to the Registrar's Office for processing. Courses will be submitted to a public folder for Academic Affairs and Graduate Council and added to the next meeting agenda as "Information items only."