1-1-2014

DOC 2014-04 Actions pertaining to degree programs and academic departments

University of Dayton. Academic Policies Committee

Follow this and additional works at: https://ecommons.udayton.edu/senate_docs

PROPOSAL TO THE ACADEMIC SENATE

TITLE: Actions pertaining to degree programs and academic departments

SUBMITTED BY: Academic Policies Committee of the Academic Senate

DATE: Approved March 14, 2014

ACTION: Legislative Authority

REFERENCES: Constitution of the Academic Senate of the University of Dayton Article II. B,
                    DOC 94-10, DOC 96-02, DOC 96-03, DOC 12-05, DOC 12-09

Table of Contents

1   Background and rationale

Article II. B. 1 of the Constitution of the Academic Senate gives the Academic Senate the legislative authority "to initiate and formulate academic and educational policies which have significant University-wide impact as determined by the Academic Senate including amendment, revision, or rescission of existing policies." Further, this article states "In considering which policies have significant University-wide impact, the Academic Senate shall analyze how these policies affect items such as program quality, content, economic feasibility, and consonance with the University mission. To be considered University-wide, the policy must apply to more than one educational unit. Legislative Authority shall not extend to the implementation or administration of such policies." Article II. B. 1. a indicates that the legislative authority of the Academic Senate includes "Degree requirements, standards for development of curriculum program evaluations, curricular options."

This document sets forth the formats and policies that are to be used when academic units propose the following actions:

- The initiation, suspension, reactivation, renaming, or discontinuation of both graduate and undergraduate academic degree programs, and
- The creation, renaming, splitting, merging, or discontinuation of academic departments.

Note that in this document the term "academic degree programs" includes academic programs identified as "majors" within a broadly named academic degree. The scope of this policy does not include smaller scale academic programs such as minors, concentrations, and certificates.

The following Academic Senate Documents currently govern most of these actions:

> DOC 94-10 "Initiation, Suspension, Reactivation and Discontinuation of Undergraduate Academic Degree Programs"
> DOC 96-02 "Procedures for Graduate Programs Suspension, Reactivation, and Discontinuation"
> DOC 96-03 "Guide for the Initiation of a New Graduate Degree Program"
> DOC 12-05 "Undergraduate Degree Program Proposal Process: Amendment to Senate Document 94-10"
> DOC 12-08 "Department Proposal Process"

This document draws together the overlapping existing policies and makes them consistent and more straightforward to use. The flow of the approval process and the role of the Academic Senate in that flow are clarified. As such, this document details proposal formats and approval processes for actions taken on departments and degree programs and replaces Academic Senate Documents 94-10, 96-02, 96-03, 12-05, and 12-08.

2   Proposals

Proposals to initiate or change the status or structure of academic degree programs and/or academic departments should originate in the academic unit in which the degree program or department is housed and should follow the formats and approval processes detailed in this document. This section details proposal formats for individual actions taken on departments and degree programs. However, a proposed action to be taken on an academic degree program may or may not be accompanied by actions to be taken on one or more academic departments. Similarly, proposed actions relating to an academic department may or may not be accompanied by actions to be taken on one or more academic degree programs. When a proposal includes several linked actions, the proposers need not duplicate information by proposing each of the actions separately. Rather, in this case of linked actions, a proposal should use a format that succinctly incorporates the proposal elements described in this document, while clearly explicating the nature of the proposed linked actions.

2.1 Initiation of an undergraduate degree program

There are many reasons for an academic unit to initiate an undergraduate degree program. Such a program should be consistent with the University mission and be economically feasible. The proposal to initiate an undergraduate degree program should be developed by the department and the unit that would house the proposed program.

Format for a proposal to initiate an undergraduate degree program

The proposal to initiate an undergraduate degree program should address, in a summary narrative of no more than five pages (exclusive of appendices, which should be kept as brief as possible), the following:

1. Rationale for the new program, definition of the focus of the program and a brief description of its disciplinary purpose and significance, including unique features of the program (e.g., international study, service learning, research, etc.).
2. Description of the effect and actions to be taken (if any) on other degree programs and/or departments that are impacted by the proposed degree program.
3. Prospective enrollment, including supporting evidence.
4. Efforts to attract and retain students from underrepresented groups.
5. Evidence of need for the new major or degree, including the opportunities for employment of graduates.
6. Identification and discussion of similar programs at the University and peer institutions.
7. Description of the proposed curriculum.
8. Availability and adequacy of the staff, faculty, information resources, and facilities, including library resources; administrative arrangements for the proposed program.
9. Projected additional investment associated with the program and evidence of institutional commitment and capacity to meet this financial investment. The proposing unit should consult with the Office of the Provost for financial analysis.

In addition to the proposal, letters of endorsement or objection and documentation of consultation with affected departments or units (where appropriate) should be included. Additional supporting documents may be included. The proposal must be reviewed and approved via the process detailed in section 3.1 of this document before formal submission to the University Registrar and other affected University administrative units.

2.2 Initiation of a graduate degree program

The procedures and proposal-format associated with the initiation of a graduate degree program are somewhat different than those for an undergraduate degree program because graduate degree programs must be approved by the Ohio Board of Regents. The procedures and proposal format described in this section are intended to incorporate the requirements and time-lines associated with that approval.

The Regents Advisory Council for Graduate Studies (RACGS) procedures for the review and approval of new graduate degree programs by the Ohio Board of Regents consists of two steps. The first step is the submission of a Program Development Plan (PDP) to RACGS. This step should occur as early as possible in the institutional approval process. This PDP is evaluated by the RACGS member institutions. The RACGS member institutions provide a response to the proposing institution with an assessment of the probability that the new degree program would be approved by RACGS upon submission of a Full Proposal. The second step in the RACGS approval process is the submission of a Full Proposal, which should occur only after the proposing institution has received the feedback from RACGS concerning the PDP. The University of Dayton formal approval process takes place between these two steps in the RACGS process.

There are three distinct proposals associated with the initiation of a graduate degree program. These three proposals have significant overlap in content. In this document these proposals will be referred to as the **PDP**, the **University Proposal**, which undergoes the University of Dayton approval process, and the **Full Proposal**, which is submitted to RACGS for final approval by the Ohio Board of Regents. The PDP and Full Proposal should be developed according to the RACGS guidelines. The University Proposal should use the format described in section 2.2.1 which constitutes a significant portion of the format required by RACGS for a Full Proposal.

2.2.1   Format for a University Proposal to initiate a graduate degree program

The University Proposal should be developed by the proposing unit after the proposing unit receives the response from RACGS regarding the PDP. As described below, the University Proposal includes the PDP as well as responses to the feedback from RACGS. Currently the RACGS guidelines state that a PDP should address in a summary narrative of no more than five pages (exclusive of appendices, which should be kept as brief as possible), the following nine concerns:

1. Designation of the new degree program, rationale for that designation, definition of the focus of the program and a brief description of its disciplinary purpose and significance.
2. Description of the proposed curriculum.
3. Administrative arrangements for the proposed program: department and school or college involved.
4. Evidence of need for the new degree program, including the opportunities for employment of graduates. This section should also address other similar programs in the state addressing this need and potential duplication of programs in the state and region.
5. Prospective enrollment.
6. Special efforts to enroll and retain underrepresented groups in the given discipline.
7. Availability and adequacy of the faculties and facilities available for the new degree program.
8. Need for additional facilities and staff and the plans to meet this need.
9. Projected additional costs associated with this program and evidence of institutional commitment and capacity to meet these costs.

In addition to responses to the nine concerns listed above the University Proposal should also include the following:

10. RACGS member institutions feedback concerning the PDP and the proposing unit's response to the RACGS feedback.
11. Description of the effect and actions to be taken (if any) on other degree programs and/or departments that are impacted by the proposed graduate program.
12. Faculty vitae, course descriptions, needs surveys, consultants reports (as appropriate).

In addition to the twelve items listed above, letters of endorsement or objection, documentation of consultation with affected departments or units (where appropriate) should be included for the University and Full Proposals. Additional supporting documents may be included.

The University Proposal must be reviewed and approved via the process detailed in section 3.3 of this document after feedback regarding the PDP has been received from RACGS and before a Full Proposal is submitted to RACGS. If, in the future, the RACGS PDP format is modified, the proposing unit should use the RACGS PDP format that is current at the time the proposal is submitted in place of items 1-9 listed above.

2.3   Suspension, discontinuation, or reactivation of an academic degree program

Suspension of a degree program means that the University will not, for a specified period of time, accept students into the program. A proposal to suspend an academic degree program—whether undergraduate or graduate—must include provisions to continue the program for a specified period of time to allow students who are enrolled or recruited into the program at the time of suspension to graduate or transfer to another program. The University will provide resources necessary to allow students matriculated or recruited into the program at the time of suspension to complete the program or transfer to another program. Programs cannot remain suspended indefinitely. Normally, a suspended program should be either reactivated or discontinued within a period of two years after the suspension of the program is initiated.

Discontinuation of an academic degree program means that the University will not accept new students into the program and will not provide resources to continue the program except for the resources necessary to allow students enrolled or recruited into the program to complete the program or transfer to another program and to provide assistance to faculty and staff who may be dislocated as a result of the discontinuation.

The suspension or discontinuation of an academic degree program can have a significant effect on faculty, staff, and current and prospective students. Alternatives to the suspension or discontinuation of a program should be considered. The initiation and processing of a proposal to suspend or discontinue an academic degree program must weigh the advisability of continuing the program and the potential use of reallocated resources (including human and financial) against the adverse effects on faculty, staff, current students, and prospective students. Policies and procedures must ensure that careful consideration occurs before academic degree programs are suspended or discontinued. Careful consideration is of particular importance when the suspension or discontinuation of a degree program would result in the termination of faculty, staff, or administrators. The University Regulations on Academic Freedom and Tenure in the Faculty Handbook govern the termination of faculty resulting from the discontinuance of a program or department.

It is not necessary to suspend a program before it is discontinued. If there is no likelihood that the program would be reactivated in the near future, then the program should be discontinued without first being suspended.

2.3.1   Suspension of an academic degree program

The proposal to suspend an academic degree program should be developed by the affected department and the unit housing the affected department.

Format for a proposal to suspend an academic degree program

The proposal to suspend an academic degree program should address, in a summary narrative of no more than five pages (exclusive of appendices, which should be kept as brief as possible), the following:

1. Rationale for the suspension of the program, including, if appropriate, alternatives to suspension that were considered.
2. Description of the effect and actions to be taken (if any) on other degree programs and/or departments that are impacted by the proposed suspension of the degree program.
3. Listing of faculty members that teach in this program.
4. Enrollment in the program over the last five years, by year.
5. Courses in the degree program and service courses that will be not offered during the suspension period.
6. Effects of suspension on current faculty and staff that support this program.
7. Effects of suspension on current and prospective students; consultations with Enrollment Management; proposed actions related to prospective students that have indicated a desire to enroll in the program

and identification of programs to which current students in the program could transfer.

8. Disposition of facilities, library and information resources, and other resources used to support the program.
9. Plan and timetable to be used to review program status and to decide whether to discontinue or reactivate the program at the end of the suspension period.

In addition to the proposal, letters of endorsement or objection and documentation of consultation with affected departments or units (where appropriate) should be included. Additional supporting documents may be included. The proposal must be reviewed and approved via the process detailed in section 3.1 of this document before formal submission to the University Registrar and other affected University administrative units.

2.3.2   Discontinuation of a suspended academic degree program

The proposal to discontinue a suspended academic degree program should be developed by the affected department and the unit housing the affected department.

Format for a proposal to discontinue a suspended academic degree program

The proposal to discontinue a suspended academic degree program should address, in a summary narrative of no more than five pages (exclusive of appendices, which should be kept as brief as possible), the following:

1. Rationale for the discontinuation of the suspended program, including the date of suspension, actions taken since the suspension, and, if appropriate, alternatives to the discontinuation that were considered.
2. Description of the effect and actions to be taken (if any) on other degree programs and/or departments that are impacted by the proposed discontinuation of the degree program.
3. Enrollment in the program over the five years prior to suspension, by year.
4. Courses in the degree program and service courses that will be eliminated or altered.
5. Effects of discontinuation on current faculty and staff that support this program.
6. Effects of discontinuation on current and prospective students; consultations with Enrollment Management; proposed actions related to prospective students that have indicated a desire to enroll in the program, and identification of programs to which current students in the program could transfer.
7. Disposition of facilities, library and information resources, and other resources used to support the program.

In addition to the proposal, letters of endorsement or objection and documentation of consultation with affected departments or units (where appropriate) should be included. Additional supporting documents may be included. The proposal must be reviewed and approved via the process detailed in section 3.1 of this document before formal submission to the University Registrar and other affected University administrative units.

2.3.3   Discontinuation of an academic degree program that has not been suspended
The proposal to discontinue an academic degree program that has not been suspended should be developed by the affected department and the unit housing the affected department.

Format for a proposal to discontinue an academic degree program that has not been suspended

The proposal to discontinue an academic degree program that has not been suspended should address, in a summary narrative of no more than five pages (exclusive of appendices, which should be kept as brief as possible), the following:

1. Rationale for the discontinuation of the program, including, if appropriate, alternatives to discontinuation that were considered.
2. Description of the effect and actions to be taken (if any) on other degree programs and/or departments that are impacted by the proposed discontinuation of the degree program.
3. Listing of faculty members that teach in the degree program.
4. Enrollment in the degree program over the last five years, by year.
5. Courses in the degree program and service courses that will be discontinued.
6. Effects of discontinuation on current faculty and staff that support the program.
7. Effects of discontinuation on current and prospective students; consultations with Enrollment Management; proposed actions related to prospective students that have indicated a desire to enroll in the program, and identification of programs to which current students in the program could transfer.
8. Disposition of facilities, library and information resources, and other resources used to support the program.

In addition to the proposal, letters of endorsement or objection and documentation of consultation with affected departments or units (where appropriate) should be included. Additional supporting documents may be included. The proposal must be reviewed and approved via the process detailed in section 3.1 of this document before formal submission to the University Registrar and other affected University administrative units.

2.3.4 Reactivation of a suspended academic degree program

The proposal to reactivate a suspended academic degree program should be developed by the affected department and the unit housing the affected department.

Format for a proposal to reactivate a suspended academic degree program

The proposal to reactivate a suspended academic degree program should address, in a summary narrative of no more than five pages (exclusive of appendices, which should be kept as brief as possible), the following:

1. Rationale for reactivating the program, including the date that the program was suspended and actions taken since the suspension.
2. Description of the effect and actions to be taken (if any) on other degree programs and/or departments that are impacted by the proposed reactivation of the degree program.
3. Prospective enrollment, including supporting evidence.
4. Efforts to attract and retain students from underrepresented groups.
5. Evidence of need for the reactivated degree program, including the opportunities for employment of graduates.
6. Identification and discussion of similar programs at the University and peer institutions.
7. Description of the proposed curriculum.
8. Availability and adequacy of the staff, faculty, information resources, and facilities, including library resources; administrative arrangements for the proposed program.
9. Projected additional investment associated with the program and evidence of institutional commitment and capacity to meet this financial investment. The proposing unit should consult with the Office of the Provost for financial analysis.

In addition to the proposal, letters of endorsement or objection and documentation of consultation with affected departments or units (where appropriate) should be included. Additional supporting documents may be included. The proposal must be reviewed and approved via the process detailed in section 3.1 of this

document before formal submission to the University Registrar and other affected University administrative units.

2.4 Creation, merging, splitting, or discontinuation of academic departments

The proposal formats described in this section apply to actions taken on academic departments that house or support undergraduate degree programs, graduate degree programs, or both. As noted previously, when the actions on an academic department also involve actions on one or more academic degree programs—whether undergraduate and/or graduate – the proposers need not duplicate information by proposing each of the linked actions separately. Rather, a single proposal should be developed using a format that succinctly incorporates the proposal elements for each action as described in this document while clearly explicating the nature of the proposed linked actions.

2.4.1 Creation of an academic department

The proposal to create an academic department should be developed by the unit that will house the department.

Format for a proposal to create an academic department

The proposal to create an academic department should address, in a summary narrative of no more than five pages (exclusive of appendices, which should be kept as brief as possible), the following:

1. Rationale for the department, definition of the focus of the department and a brief description of its disciplinary purpose and significance, including unique features of the department (e.g., international study, service learning, research, etc.).
2. Description of the effect and actions to be taken (if any) on other degree programs and/or departments that are impacted by the proposed creation of the graduate or undergraduate department.
3. Evidence of need for the new department, including the opportunities for employment of graduates.
4. Identification and discussion of similar programs at the University and peer institutions.
5. Description of the curriculum of the programs to be housed in the new department.
6. Prospective enrollment in the programs to be housed by the department, including supporting evidence.
7. Efforts to attract and retain students from underrepresented groups.
8. Description of the administrative structure, including line of reporting.
9. Availability and adequacy of existing staff, faculty, information resources, and facilities, including library resources; need for additional staff, faculty, information resources, and facilities, including library resources and plans to meet this need.
10. Projected additional costs associated with the department and evidence of institutional commitment and capacity to meet these costs. The proposing unit should consult with the Office of the Provost for financial analysis.
11. Information about the use of consultants or advisory committees with reports provided in appendices.

In addition to the proposal, letters of endorsement or objection and documentation of consultation with affected departments or units (where appropriate) should be included. Additional supporting documents may be included. The proposal must be reviewed and approved via the process detailed in section 3.1 of this document before formal submission to the University Registrar and other affected University administrative units.

2.4.2 Discontinuation of an academic department

The discontinuation of an academic department can have a significant effect on faculty, staff, current students and potential students who have applied to the University for enrollment in the programs offered and supported by the department. Alternatives to the discontinuation of a department should be considered. The initiation and processing of a proposal to discontinue an academic department must weigh the advisability of continuing the department and the potential use of reallocated resources (including human and financial) against the adverse effects on faculty, staff, current students, and prospective students. Policies and procedures must ensure that careful consideration occurs before academic departments are discontinued. Careful consideration is of particular importance when the discontinuation of a department would result in the termination of faculty, staff, or administrators. The University Regulations on Academic Freedom and Tenure in the Faculty Handbook govern the termination of faculty resulting from the discontinuance of a program or department.

The proposal to discontinue an academic department should be developed by the affected department and the unit housing the affected department.

Format for a proposal to discontinue an academic department

The proposal to discontinue an academic department should address, in a summary narrative of no more than five pages (exclusive of appendices, which should be kept as brief as possible), the following:

1. Rationale for the discontinuation of the department, including, if appropriate, alternatives to discontinuation that were considered.
2. Description of the effect and actions to be taken (if any) on other degree programs and/or other departments that are impacted by the proposed discontinuation of the department.
3. Listing of faculty members that teach in the department.
4. Enrollment in the programs housed by the department over the last five years, by year.
5. Courses in the degree programs housed in the department and service courses offered by the department that will be discontinued.
6. Effects of discontinuation on current faculty and staff that support the department.
7. Effects of discontinuation on current and prospective students; consultations with Enrollment Management; proposed actions related to prospective students that have indicated a desire to enroll in the programs housed by the department, and identification of programs to which current students in these programs could transfer.
8. Disposition of facilities, library and information resources, and other resources used to support the department.

In addition to the proposal, letters of endorsement or objection and documentation of consultation with affected departments or units (where appropriate) should be included. Additional supporting documents may be included. The proposal must be reviewed and approved via the process detailed in section 3.1 of this document before formal submission to the University Registrar and other affected University administrative units.

2.4.3 Merging or splitting of academic departments

The proposal to merge or split academic departments should be developed by the affected departments and the units housing the affected departments.

The format for a proposal to merge or split academic departments may be developed by the proposing unit. The proposal should provide, in a summary narrative of no more than five pages, (exclusive of appendices, which should be kept as brief as possible), the rationale for the merging or splitting of the departments. Proposals should address changes in the need for faculty, staff, and other resources related to the merger or split and changes in the structure of degree programs or other departments related to the proposed split or merger. Proposals should include any other relevant information listed in the formats described in sections 2.4.1 and 2.4.2.

In addition to the proposal, letters of endorsement or objection and documentation of consultation with departments or units (where appropriate) should be included. Additional supporting documents may be included. The proposal must be reviewed and approved via the process detailed in section 3.1 before formal submission to the University Registrar and other affected University administrative units.

2.5   Renaming of an academic department or academic degree program

Renaming of an academic department or academic degree program—whether graduate or undergraduate— may occur for a variety of reasons. If the renaming is not part of significant changes to the structure of the department or the academic degree program, the proposal format described in this section may be used. The proposal to rename an academic department or academic degree program should be developed by the affected department and the unit housing the affected department

Proposal to rename an academic department or academic degree program

A proposal to rename an academic department or academic degree program should include the rationale for the proposed name change. In addition to the proposal, letters of endorsement or objection and documentation of consultation with affected departments or units (where appropriate) should be included. Additional supporting documents may be included. The proposal must be reviewed and approved via the process detailed in section 3.1 before formal submission to the University Registrar and other affected University administrative units.

3   Approval processes

The process listed in section 3.1 below is to be used for the approval of all actions to be taken on all academic departments and all academic degree programs—whether graduate or undergraduate—with the exception of the initiation of a new graduate degree program, as articulated in Section 3.3. .

3.1   General approval flow

Generally a proposal will be initiated by a chair of a department, a program director, or the dean of the unit. While the College and the Schools may have additional and varied requirements, sequential approval is required by the following bodies:

1. College or School (faculty or appropriate representative faculty body and dean)
2. Graduate Leadership Council. Required only if the action has impact on one or more graduate programs.
3. Executive Committee of the Academic Senate and, if the proposal has University-wide academic or educational impact, the Academic Senate. Refer to section 3.2 of this document for guidelines related to the determination of whether or not a proposal has University-wide impact.
4. Provost and Provost's Council.

5. President
6. Board of Trustees

Early consultation with the Provost's office is expected prior to formal submission of a proposal to begin the approval process. Each step above may require a response document addressing concerns raised before approval is granted. If significant changes are made, the proposal will be returned to the Executive Committee of the Academic Senate for additional review.

As noted in Step 2, proposals for action(s) that impact one or more graduate programs should be sent to the Graduate Leadership Council after they are approved by the College or School and before it is sent to the Executive Committee of the Academic Senate. In addition, once a decision is made to suspend, discontinue, reactivate, or rename a graduate degree program, that decision must be communicated to RACGS in accordance with the RACGS guidelines.

3.2   Determination of University-wide impact

If the Executive Committee of the Academic Senate determines that a proposal has significant University-wide academic or educational impact it sends the proposal to the Academic Senate for legislative action. In this case, the action of the Academic Senate is considered a recommendation to the Provost with regard to the proposal. If the Executive Committee of the Academic Senate determines that the proposal does not have University-wide academic or educational impact, it may forward the proposal directly to the Provost with its recommendation. In this case, the recommendation of the Executive Committee of the Academic Senate should be reported to the Academic Senate and recorded in the minutes of both the Executive Committee of the Academic Senate and the minutes of the Academic Senate. The Executive Committee of the Academic Senate may choose to submit the proposal to one or more standing committees to solicit an opinion regarding the disposition of the proposal before submitting the proposal to the Academic Senate or to the Provost. Article II. B. 1. of the Constitution of the Academic Senate states "In considering which policies have significant University-wide impact, the Academic Senate shall analyze how these policies affect items such as program quality, content, economic feasibility, and consonance with the University mission. To be considered University-wide, the policy must apply to more than one educational unit. Legislative Authority shall not extend to the implementation or administration of such policies." Normally, proposals involving the initiation, suspension, discontinuation, or reactivation of degree programs should be sent to the Academic Senate for legislative action since the nature of academic degree programs offered by the University significantly affects the quality and content of the curricular options offered by the University. Normally, proposals involving structural changes to an academic department should be sent to the Academic Senate for legislative action if those changes are linked to changes in degree programs or if those changes might impact the curriculum and student enrollment in courses housed in academic units other than the one in which the department is housed. Proposals to rename an academic department or degree program should be sent to the Academic Senate for legislative action if the name change might significantly impact other academic units.

3.3   Approval flow for the initiation of a graduate degree program

Generally a proposal will be initiated by the chair of a department, a program director, or the dean of a unit. While the College and the Schools may have additional and varied requirements, the following steps in the approval flow should occur:

1. In consultation with the Associate Provost for Graduate Academic Affairs and the Graduate Leadership Council, the College or School (faculty or appropriate representative faculty body and dean) approves the development of a PDP to be submitted to RACGS.
2. The appropriate department/program develops the PDP per RACGS Guidelines.

3. The Associate Provost submits the PDP to RACGS for review.
4. Upon receipt of the feedback from RACGS concerning the PDP, a University Proposal is developed by the unit and is sent to the College or School (faculty or appropriate representative faculty group and dean) for approval. The College or School sends the University Proposal to the Graduate Leadership Council.
5. The Graduate Leadership Council forwards a recommendation to the Executive Committee of the Academic Senate.
6. If the Executive Committee of the Academic Senate determines that the University Proposal has University-wide academic or educational impact it sends the University Proposal to the Academic Senate for legislative concurrence. If the Executive Committee of the Academic Senate determines that the University Proposal does not have University-wide academic or educational impact it forwards a recommendation directly to the Provost. Refer to section 3.2 of this document for guidelines related to the determination of whether or not a proposal has University-wide impact.
7. The Provost and Provost's Council forward a recommendation to the President.
8. The President forwards a recommendation to the Board of Trustees.
9. The Board of Trustees rules on whether a Full Proposal should be sent to RACGS.
10. The Full Proposal is completed and sent to the RACGS for consideration. If the Ohio Board of Regents approves the Full Proposal, the approval process is complete.

Each step above may require a response document addressing concerns raised before approval is granted. If significant changes are made, the proposal will be returned to the Executive Committee of the Academic Senate for additional review.

4   Other actions on academic departments or degree programs

The actions on academic degree programs and departments described in the earlier sections of this document are not exhaustive. Other actions such as the transfer of a degree program from one unit to another can be envisioned. For such actions, the proposing unit(s) should consult with the Executive Committee of the Academic Senate and develop a proposal format and approval flow that is consistent with those detailed in this document.