



ACADEMIC AFFAIRS GUIDELINES

Section 2:	Academic Programs and Curriculum: Guidelines and Procedures	
Title:	Intent to Plan for a New Program	
Number (Current Format)	Number (Prior Format)	Date Last Revised
2.4	II.C.1	10/2018
Reference:	BOR Policy 2:23 – Program and Curriculum Approval	
Related Form(s):	AAC Form 2.4 – Intent to Plan for a New Program Form	

Approval Summary Quick View

Intent to Plan ► CAO ► AAC Program Tracker ► Univ. Website ► AAC ► BOR

1. Approval of an Intent to Plan by the Board of Regents or waiver of the Intent to Plan by the Executive Director of the Board of Regents is required before a university may submit a request for a new baccalaureate program/degree, associate degree program/degree, or graduate program/degree.
2. The university Vice President for Academic Affairs (VPAA) will review the new intent to plan request with the system Chief Academic Officer (CAO). The notification to the system CAO shall occur at least one AAC meeting prior to the initial posting of the new intent to plan proposal. If the proposal involves new courses for the university, the notification to the system CAO shall include a brief justification for the new intent to plan and evidence that the program does not duplicate existing programming within the Regental system (or that the duplication is justified).
3. The Executive Director grants formal approval to move forward with the new intent to plan request and for posting on the AAC Program Tracking Dashboard.
4. Program development notifications will be posted to the AAC Program Tracking Dashboard, and institutions shall have the opportunity prior to the next AAC meeting to make formal inquiries with the posting institutions about the intent and nature of the program. Such inquiries shall be made directly with the provost/VPAA at the posting institution and should include both the system CAO and the system Assistant Vice President for Academic Affairs.
5. The system CAO and the Executive Director may approve, deny, or send the proposal form back to the campus for revisions. The Executive Director has final authority for advancing a new Intent to Plan request forward for AAC review and to the Board of Regents. Final recommendations to the Board may outline Board staff or institutional concerns for the requested intent to plan in the “Impact and Recommendation” section of the Board cover sheet.
6. Proposals approved by the AAC move to the agenda of the Board of Regents for review and approval.

7. Board of Regents approval of the intent to plan grants the university authorization to submit a new program request.
8. Two or more universities may submit a joint intent to plan for collaborative program proposals.

SOURCE:

AAC May 2018; October 2018 (Clerical).