



ACADEMIC AFFAIRS GUIDELINES

Section 4:	New Programs and Curriculum	
Title:	New Program Requests – Timeline Requirements	
Number (Current Format)	Number (Prior Format)	Date Last Revised
2.9.A		11/2022
Reference:	BOR Policy 2:23 – New Programs, Program Modifications, Curricular Requests, and Inactivation/Termination BOR Policy 2:23.1 – External Review of Proposed Graduate Programs AAC Guideline 2.9 – New Program Requests – Undergraduate and Graduate Programs AAC Guideline 2.9.B – New Program Requests – Initiate and Intent to Plan AAC Guideline 2.9.C – New Program Requests – Full Proposal AAC Guideline 2.9.D – New Program Requests – Evaluation of Full Proposal AAC Guideline 2.9.E – Campus Guide to the New Graduate Program Approval Process AAC Guideline 4.1.F – New Program Evaluation	
Related Form(s):	Timeline and Reference Chart for Academic Programming and Curriculum (AAC Guideline 2.9 – Appendix A)	

1. Purpose

1.1 New academic programming and curriculum enable the institution to strengthen their mission and strategic priorities. Faculty, academic leadership, and institution stakeholders work cooperatively in advancing their educational competitiveness. Ideas for new degree, certificate and other academic programs arise in response to workforce initiatives, student demands, the emergence of new disciplines or changes in existing disciplines, and cross collaboration across the institution and potentially across the Regental system. Certain academic program and curricular items require Board of Regent consideration and action. Academic staff at the Board of Regents attempt to ensure the agenda items are provided to the Board of Regents in a timely manner for their review and consideration. This guideline outlines the timelines associated with Regental meetings.

2. Definitions

2.1 All definitions are defined in AAC Guideline 2.9 – Program Requests – Undergraduate and Graduate Degrees

3. Objective

3.1 Maintain policies and processes ensuring program requests reinforce the institution mission while promoting academic quality, student success, and financial health.

4. Communication

4.1 The institution(s) shall establish an appropriate framework and process for academic programs and curricula requests ensuring all appropriate stakeholders are involved and timelines adhere to the Regental meeting schedule.

5. Program Request Estimated Timeline - Board of Regents Scheduled Meetings

5.1 Table 1 is a summary reference to outline estimated timelines based on new program requests by Board of Regents academic staff. To understand the actions required, see the reference chart for a more finite detailed representation of all actions reporting up to the system and Board of Regents.

Table 1: All New Academic Programming (undergraduate and graduate):

BOR Academic Affairs Received by:	Academic Affairs Council Received by:	Council of Presidents Received by:	Committee A (BOR) Received by:	Full Proposals to the Board of Regents (BOR) Meeting:
12 Weeks Prior	February Meeting	March Meeting	March Meeting	March Meeting
12 Weeks Prior	March Meeting	April Meeting	April/May Meeting	May Meeting
12 Weeks Prior	May Meeting	May/June Meeting	June Meeting	June Meeting
12 Weeks Prior	June Meeting	July Meeting	July Meeting	August Meeting
12 Weeks Prior	July Meeting	September Meeting	October Meeting	October Meeting
12 Weeks Prior	October Meeting	November Meeting	November Meeting	December Meeting

* Graduate program requests should anticipate an additional 8-12 weeks to complete the external review.

5.2 Table 2 is a summary of any modification to program already approved requests.

Table 2: All Modification to Current Academic Programming (undergraduate and graduate):

BOR Academic Affairs Received by:	Academic Affairs Council Received by:	Council of Presidents Received by:	Committee A (BOR) Received by:	Full Proposals to the Board of Regents (BOR) Meeting:
8 Weeks Prior	February Meeting	March Meeting	March Meeting	March Meeting
8 Weeks Prior	March Meeting	April Meeting	April/May Meeting	May Meeting
8 Weeks Prior	May Meeting	May/June Meeting	June Meeting	June Meeting
8 Weeks Prior	June Meeting	July Meeting	July Meeting	August Meeting
8 Weeks Prior	August Meeting	September Meeting	October Meeting	October Meeting
8 Weeks Prior	October Meeting	November Meeting	November Meeting	December Meeting

6. Schedule for New Program Requests

6.1 Effective September 2022 all academic program data will be available in the APS System. This data will be used for program evaluation once a program is approved.

6.2 All new programs scheduled to be submitted to the Board of Regents at their December 2022 BOR Meeting shall utilize the new online form.

RESOURCES:

[New Program Request Form](#) (Requires Credentials)

[Proposed Program Tracker Dashboard](#) (Requires Credentials)

Reference Chart Timelines (AAC Guideline 2.9 – Appendix A)

SOURCE:

AAC November 2022.