



ACADEMIC AFFAIRS GUIDELINES

Section 4:	New Programs and Curriculum	
Title:	New Programs Requests – Full Proposal	
Number (Current Format)	Number (Prior Format)	Date Last Revised
2.9.C		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.A – New Program Requests – Timeline Requirements AAC Guideline 2.9.B – New Program Requests – Initiate and Intent to Plan 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):		

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.

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. New Academic Programming Guiding Principles

5.1 Academic program proposals should incorporate the following:

- Reflect and incorporate communication, partnership, and collaboration with faculty, departments, colleges, and institution leadership (Finance, Enrollment Management, Dean, etc.).
- Connect to the institution’s mission (Board of Regents and Institutional), institution’s strategic plan (Board of Regents and Institutional), State of South Dakota statute or other governing directives.
- Display and document the highest academic quality.
- Identify student success outcomes, connected to cross-curricular skills, workforce demand, occupational needs, high impact practices, etc.
- Document they are financially sustainable. Academic programs must have adequate resources to offer quality programs and represent an efficient use of financial resources.
- Demonstrate institutional performance and accountability through assessment efforts.
- Showcase student demand.
- Provide market demand either through competitor peers, regional or national need.
- Avoid non-strategic program duplication. New program requests that duplicate other efforts within the institution or regental system should address gaps, workforce needs, mission, or other defined need that cannot be reasonably addressed by current program offering.

6. Approval Summary Workflow of the Initial Request and Intent to Plan

Local	BOR	BOR/Local	AAC	COPS	BOR/Local	BOR
Local University (Campus) Governance Process	Board of Regents Academic Affairs Full-Proposal	Board of Regents Program Tracker and University Website	Academic Affairs Council (AAC) Full-Proposal	Council of Presidents (COPS) Full-Proposal	Graduate Programs Only External Review Full Proposal	Board of Regents Committee A and Full Board of Regents Full-Proposal

7. Full-Proposal

7.1 Once the intent to plan is approved, the institution can begin to complete the full proposal form. This form will require an in-depth review of the new program request and is expected to be detailed to support the request.

7.2 General Procedural Information:

7.2.1 A full proposal can only be submitted if the Intent to Plan has been approved.

7.2.2 A separate proposal must be prepared for each program being evaluated. The proposal must contain adequate information.

7.2.3 A program can only be approved by the Board of Regents. Therefore, no program can be implemented until the Board of Regents acts to approve the proposal.

7.2.4 Graduate programs require an external review (BOR Policy 2.23.1).

7.2.5 Full proposals must be approved by campus leadership to include:

7.2.5.1 Academic Provost or Designee

7.2.5.2 Enrollment Management Director or Designee

7.2.5.3 Vice President for Finance and Administration or Designee

7.2.5.4 President of the University

7.3 Proposal Format. The program proposal format will include the following sections:

7.3.1 Program and Department Demographics

7.3.2 Strategic Impact

7.3.3 Academic Quality

7.3.4 Student Success

7.3.5 Financial Health

7.3.5.1 Budget Projections (see section 8)

7.3.5.2 Personnel Resources (see section 8)

7.3.5.3 Facilities (see section 8)

7.3.5.4 Technology (see section 8)

7.3.5.5 Library Services (see section 8)

7.3.5.6 Enrollment Projections (see section 9)

7.3.6 External/Internal Market Evaluation

7.3.7 Graduate Program – External Review

7.3.8 Risks and Assumptions

7.3.9 Other

8. Budget and Finance

8.1 The budget projection attachment within the form should be completed by the finance and administration designee and the institution's academic department/unit. Revenue and expense projections will be evaluated in the BOR New Program Evaluation as defined in BOR Policy 2:34, AAC Guideline 4.1.F.

9. Enrollment Management

9.1 The enrollment projection attachment should be completed by the enrollment management designee and the institution's academic department/unit to ensure the calculations and plans are accurately depicted. These projections will be evaluated in the BOR New Program Evaluation as defined in BOR Policy 2:34, AAC Guideline 4.1.F.

10. Board of Regents Full Proposal Presentation

10.1 The Board of Regents meetings may require a presentation of the institution on a new program request. If the program is subject to evaluation with a presentation, a template

for the presentation must be utilized. This template will be provided by the system academic staff.

11. Institution and System Communication Strategies

- 11.1 The Full Proposal will be presented to the campus community through their website and various chains of communication. The proposal will be presented to the Academic Affairs Council (AAC) allowing the universities to comment at the AAC meeting.
- 11.2 The Full Proposal will be presented to the Council of Presidents at their meeting prior to the Board of Regents meeting.
- 11.3 The Full Proposal will be presented to Committee A and the Full Board of Regents. If final approval, the system academic staff will update the student information system as outlined in AAC guideline 2.9.D.

12. Schedule

- 12.1 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. Program evaluation data will be available Spring 2023 for the stakeholders.
- 12.2 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.