

Steps for Approval of New Majors/Degree Programs or Certificate Programs

Faculty member has a new program idea (major/degree or certificate program). Discusses it with AUH and dean. Graduate programs and certificate programs should also be discussed with the Grad School and SPCE, respectively.

Written permission from the Dean and AUH

Contact the AVPFC (Paula Maxwell) to discuss the idea and get information on the steps according to the program desired; AVPFC will give the paperwork/forms needed for Provost Leadership Team (PLT) preview. (This is a critical step to also ensure we have the program on our radar to include in SCHEV and SACSCOC reports and plans).

Faculty member completes preview forms and budget sheets (while in communication with AUH and dean).

- Provide all necessary details
- Discuss any courses from other units with the **AUH** from that unit before completing the forms.

Once the paperwork is ready (i.e. proposal form and budget sheets, including all appropriate signatures), send the proposal and budget sheet to AVPFC for review.

- Edits, additions and/or clarifications to the proposal may be requested by the AVPFC to ensure the proposal is ready for PLT preview.
- The AUH of the proposing unit should have discussed the program and budget with the dean, who then discussed it (budget) with Jason McClain or his associate.

Once the proposal is determined to be ready, AVPFC (Paula) schedules the proposal for PLT preview.

- PLT preview typically occurs within 1-3 weeks from the request.
- The dean of the college housing the program is the only person who attends the PLT meeting.
- The dean presents the proposal. (Please ensure the dean is fully aware of all program details).
- PLT will give one of three decisions: 1) Green light to proceed to the C&I process, 2) request for additional information before making a decision, 3) denial of further progress of the idea/proposal.

Once given the green light by PLT to proceed, the proposal(s) may be started in Curriculog/C&I process. (The C&I process should not be started until PLT gives the "go ahead").

Once the proposal has cleared C&I approvals, the program goes to the Committee on Academic Programs (CAP).

Once the proposal has cleared CAP, the proposal goes to BOV for approval. BOV approval requires a formal presentation.

Once the proposal has cleared BOV, the SCHEV approval process is started. An extensive proposal is completed.

Advertisement/marketing and recruitment for the program may begin once SCHEV approval is final.

Steps for Approval of New Minors

Faculty member has an idea for a new minor. Discusses it with AUH and dean.

Written permission from the Dean and AUH

Contact AVPFC (Paula Maxwell) to discuss the idea and get information on the steps according to the program desired; AVPFC will give the paperwork/forms needed for Provost Leadership Team (PLT) preview.

Faculty member completes preview forms and budget sheets (while in communication with AUH and dean).

- Provide all necessary details
- Discuss any courses from other units with the **AUH** from that unit before completing the forms.

Once the paperwork (i.e. proposal form and budget sheets, including all appropriate signatures) is ready, send the proposal and budget sheet to AVPFC for review.

- Edits, additions and/or clarifications to the proposal may be requested by the AVPFC to ensure the proposal is ready for PLT preview.
- The AUH of the proposing unit should have discussed the program and budget with the dean, who then discussed it (budget) with Jason McClain or his associate.

Once the proposal is determined to be ready, AVPFC (Paula) schedules the proposal for PLT preview.

- PLT preview typically occurs within 1-3 weeks from the request.
- The dean of the college housing the program is the only person who attends the PLT meeting.
- The dean presents the proposal. (Please ensure the dean is fully aware of all program details).
- PLT will give one of three decisions: 1) Green light to proceed to the C&I process, 2) request for additional information before making a decision, 3) denial of further progress of the idea/proposal.

Once given the green light by PLT to proceed, the proposal(s) may be started in Curriculog/C&I process. (The C&I process should not be started until PLT gives the "go ahead").

Once the proposal has cleared C&I approvals, the new minor is reported to the Committee on Academic Programs (CAP). No approval is required at this level for minors. The new minor can begin being offered. (Minors do not require BOV or SCHEV approval).

Steps for Approval of New Concentrations

Faculty member has an idea for a new concentration within an existing program. Discusses it with the PD and AUH (who discusses the idea with the dean).



Undergraduate programs: Concentrations do not require PLT preview unless there are resource needs or they significantly affect another program. **
Graduate programs: Concentrations in graduate programs are typically more complicated where they act more like degree programs, and they frequently have resource needs. Thus, concentrations in graduate programs are often required to go to PLT preview. Check with the VPFC to determine if PLT preview is required. **



Once given the approval of the PD and AUH (in consultation with the dean) to proceed, and PLT approval is given (when required), the proposal(s) may be started in Curriculog/C&I process.



Once the proposal has cleared C&I approvals, the concentration can begin being offered. (Concentrations typically do not require CAP, BOV or SCHEV approval, though there may be some exceptions for graduate programs).

****Common Items Needing PLT Approval**

- New degree programs (for JMU, the major and degree program are essentially the same moving forward).
- New certificate programs
- New minors
- Degree program deletions
- Substantial changes to a degree program
- Any proposals that affect General Education
- ***Any proposals that require additional resources***
- ***Any proposals that could significantly affect another unit***
- With some exceptions, any proposals that require BOV and/or SCHEV approval need PLT review.

Common Items Needing SCHEV Approval

- New degree programs (for JMU, the major and degree program are essentially the same moving forward).
- New certificate programs
- Degree program deletions
- Substantial changes to a degree program
- Cumulative changes in credit hours to degree programs that exceed 3 credits (Grad) or if credit hours exceed 124 credits (for UG).
- Program name changes
- CIP code changes
- Adding a degree designation to an existing degree program (e.g., adding a BS degree to an existing BA degree)
- (This list is not all-inclusive; other less-common changes may need SCHEV approval).