**CONNECTICUT BOARD OF REGENTS FOR HIGHER EDUCATION**

**Connecticut State Colleges & Universities**

**Approval Process for Academic Program Proposals**

**New Academic Program**

1. **Concept Paper for New Academic Program**
2. Per the institution’s established procedures, a *Concept Paper* is developed and approved internally. With the endorsement of the chief academic officer (CAO), the *Concept Paper* is submitted by initiator(s) and/or CAO to the System Office of the Provost.
3. After verifying the *Concept Paper* is in order, the Academic Affairs staff member in the Office of the Provost arranges via the Administrative Assistant for the *Concept Paper* to be placed on the agenda and within the agenda package for the next meeting of the CSCU Academic Council (AC), for its consideration.
4. The *Concept Paper* is presented to the AC at its meeting by the CAO and/or initiator(s) and the AC responds with questions and its feedback having read the *Concept Paper* prior to the meeting. The AC advises the initiator(s) and CAO as to whether or not a full proposal should be developed.
5. **Application for New Program Approval**
6. Per the institution’s established procedures and incorporating the AC’s feedback, the *Application* form for **New Program Approval** is completed and approved internally. With the endorsement of the CAO, the *Application* is submitted by initiator or CAO to the Office of the Provost.
7. After verifying the *Application* is in order, the Academic Affairs staff arranges for the *Application* to be placed on the agenda and within the agenda package for the next meeting of the AC, for its consideration.
8. The *Application* is presented to the AC at its meeting by the CAO and/or initiator(s) and the AC responds with questions and its feedback having read the *Application* prior to the meeting. After the deliberation, the AC votes on whether or not to endorse the *Application* to the Board of Regent’s (BOR) Academic and Student Affairs (ASA) Committee, for its consideration. The AC might advise the initiator(s) and CAO as to whether or not alterations or additions should be made to the *Application* prior to its submission to the ASA.
9. Staffers in the Office of the Provost will prepare a Staff Report to accompany the *Application* forwarded to the ASA – the components of an academic approval Staff Report will include the AC endorsement and the recommendation of the Office of the Provost; and a Board Resolution.
10. The *Application* is presented to the ASA at its meeting by the CAO and/or initiator(s) and the ASA responds with questions having read the *Application* prior to the meeting. After clarifications by the initiator(s) and/or CAO and any further discussion, the ASA votes on whether or not to approve the establishment of the proposed new program. An affirmative vote triggers the *Application* and accompanying documents being placed on the Consent Agenda of the full Board at its next meeting.

**Modification of Accredited Program\***

1. Per the institution’s established procedures, the *Application* form for the **Modification of Accredited Program** is completed and approved internally. With the endorsement of the CAO, the *Application* is submitted by initiator(s) or CAO to the System Office of the Provost.

**Modification of Accredited Program (continued)**

1. After verifying the *Application*, the Academic Affairs staff arranges for the *Application* to be placed on the agenda and within the agenda package for the next meeting of the AC, for its consideration.
2. The *Application* is presented to the AC at its meeting by the CAO and/or initiator(s) and the AC responds with questions and its feedback having read the *Application* prior to the meeting. The AC votes on whether or not to endorse the *Application* to the ASA, for its consideration. The AC might advise the initiator(s) and CAO as to whether or not alterations or additions should be made to the *Application* prior to its submission to the ASA.
3. Office of the Provost staffers will prepare a Staff Report and Board Resolution, and any appropriate components to accompany the *Application* forwarded to the ASA.
4. The *Application* is presented to the ASA at its meeting by the CAO and/or initiator(s) and the ASA responds with questions having read the *Application* prior to the meeting. After clarifications by the initiator(s) and/or CAO, the ASA votes on whether or not to approve the proposed modification of the program. An affirmative vote triggers pursuant Board action.

\*for a simple name change modification of an accredited program, a short *Application for Name Change*-**Accredited Academic Program**-*Modification* form is available

**Accreditation of a Licensed Program**

1. Per the institution’s established procedures, the *Application* form for the **Accreditation of a Licensed Program** is completed and approved internally. With the endorsement of the CAO, the *Application* is submitted by initiator(s) or CAO to the System Office of the Provost.
2. After verifying the *Application*, the Academic Affairs staff arranges for the *Application* to be placed on the agenda and within the agenda package for the next meeting of the AC, for its consideration.
3. The *Application* is presented to the AC at its meeting by the CAO and/or initiator(s) and the AC responds with questions and its feedback having read the *Application* prior to the meeting. The AC votes on whether or not to endorse the *Application* to the ASA, for its consideration. The AC might advise the initiator(s) and CAO as to whether or not alterations or additions should be made to the *Application* prior to its submission to the ASA.
4. Office of the Provost staffers will prepare a Staff Report and Board Resolution, and any appropriate components to accompany the *Application* forwarded to the ASA.
5. The *Application* is presented to the ASA at its meeting by the CAO and/or initiator(s) and the ASA responds with questions having read the *Application* prior to the meeting. After clarifications by the initiator(s) and/or CAO, the ASA votes on whether or not to grant accreditation of the licensed program. Pursuant Board action will follow.

**Discontinuation or Suspension of Existing Program**

1. Per the institution’s established procedures, the *Application* form for the **Discontinuation** **of Existing Program** or **Suspension of Existing Program** is completed and approved internally. With the endorsement of the CAO, the *Application* is submitted by initiator(s) or CAO to the System Office of the Provost.
2. After verifying the *Application*, the Academic Affairs staff arranges for the *Application* to be placed on the agenda and within the agenda package for the next meeting of the AC, for its consideration.

**Discontinuation or Suspension of Existing Program (continued)**

1. The *Application* is presented to the AC at its meeting by the CAO and/or initiator(s) and the AC responds with questions and its feedback having read the *Application* prior to the meeting. The AC votes on whether or not to endorse the *Application* to the ASA, for its consideration. The AC might advise the initiator(s) and CAO as to whether or not alterations or additions should be made to the *Application* prior to its submission to the ASA.
2. Office of the Provost staffers will prepare a Staff Report and Board Resolution, and any appropriate components to accompany the *Application* forwarded to the ASA.
3. The *Application* is presented to the ASA at its meeting by the CAO and/or initiator(s) and the ASA responds with questions having read the *Application* prior to the meeting. After clarifications by the initiator(s) and/or CAO, the ASA votes on whether or not to the discontinuation or suspension of an existing program. Pursuant Board action will follow.

**Below Threshold Proposal**

1. Per the institution’s established procedures, the *Information Report Form* for the establishment of a **New Academic Offering** at *Below-Threshold* standards is completed and approved internally. With the endorsement of the chief academic officer (CAO), the form is submitted by initiator(s) or CAO to the System Office of the Provost.
2. After verifying the *Information Form* is in order – that the proposed program’s requirement for course credit hours does not exceed the threshold requiring BOR action, the Academic Affairs staff arranges for the **New Academic Offering** to be placed sequentially on the agendas of the AC, ASA and BOR as an Information Item.

**New CSCU Center or Institute**

1. **Concept Paper for the Establishment of a Center/Institute**

(See *Concept Paper* for New Academic Program)

1. **Application** **for the Establishment of a Center/Institute**

(Expansion of *Concept Paper* contingent upon feedback from Academic Council and the System Office of the Provost)

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**Addendum:**

Replication of College of Technology Programs by Other Community College

Community colleges may replicate a College of Technology’s Engineering Science or Technology Studies academic program (Associate of Science degree, Certificate, and Program Option) or modification previously approved by the Board of Regents for another Community College; contingent upon a replication approval process wherein:

1. The replicating community college submits a letter of intent to the College of Technology (COT) Executive Director with an accompanying operational plan and budget from that institution’s chief executive officer and/or chief academic officer;
2. The COT Executive Director forwards the replication request and an affirming recommendation to the System Provost/Senior Vice President for Academic and Student Affairs,
3. The System Provost facilitates a review of the replication request by the Academic and Student Affairs Committee (ASA) of the Board of Regents,
4. The ASA recommends approval of the replication request
5. The Board of Regents consents or rejects the ASA recommendation

The letter of intent requires completion of the *Application* form for***New* *Program Approval*** – ***Replication of a COT Program***.

**NOTES:** In order for an academic program approval document to be included in the agenda of the next meeting of the CSCU Academic Council, it must be received electronically in the System Office of the Provost at least 10 business days prior to that meeting. Otherwise, the approval document will be considered by the Academic Council at its subsequent meeting.

All required data and information in approval forms must be complete, including CIP numbers and OHE numbers for existing programs in order to be presented to the Academic Council.

In submitting an application to the Academic Council, the chief academic officer is assuring the Council that the institution’s internal approval process has been completed with approvals.