

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

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4-2005 Degree Program Planning and Approval

- (1) The Provost, in consultation with the faculty, will determine new degree programs to explore for implementation over the period covered by the university strategic plan and the university work plan. Proposals to explore implementation of a new degree program can be initiated by either groups of faculty or the Provost. The Provost will determine whether and when to include exploration of new programs in the New College of Florida work plan. Proposals for exploration must be consistent with the Strategic Plan for New College of Florida.
- (2) Proposed new degree programs shall be reviewed by the Vice President for Finance and Administration and the Provost. Together they will develop a recommendation to the President. The President will determine whether to recommend the new program to the Board of Trustees for approval.
 - (a) If the proposed new program consists of assigning a new CIP code to an existing New College of Florida Area of Concentration, the process can be expedited without the review in (b) below, and with a recommendation from the Provost directly to the President for consideration by the Board of Trustees for final approval.
 - (b) Except in the case of (a) above, proposals for new degree programs shall demonstrate the following:
 1. The goals of the new degree program are consistent with:
 - a. one or more goals of the SUS strategic planning goals;
 - b. aligned with the New College mission and strategic planning goals;
 - c. relate to New College institutional strengths; and
 - d. consistent with the New College of Florida work plan.
 2. There is a need for more students to be educated in the program at the proposed degree level, including:
 - a. estimating the headcount of FTE students in the program;
 - b. indicating steps to be taken to achieve a diverse student body; and
 - c. considering any impact similar programs offered at other post-secondary institutions in Florida may have on the proposed program.
 3. Identifying programs at another university in Florida with a substantially similar curriculum and investigate the potential impact of the new program, including:

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- a. discussing the potential for collaboration with the affected university;
 - b. substantiating the need for a duplicate program; and
 - c. if the duplicate program exists at a historically black university in the SUS, determining whether the proposed program may adversely affect the historically black university's ability to achieve or maintain student diversity in its existing program.
4. The proposal shall include a complete budget for the program which is comparable in cost to similar existing programs. The budget shall reflect the purpose of the proposal and provide evidence that, in the event resources within the institution are redirected to support the new program, such a redirection will not have an unjustified negative impact on other programs.
 5. The proposal shall describe the projected benefit to the university, local community, and the State if the program is implemented. The proposal should demonstrate efficient use of resources and justification for the investment. The projected benefit may be both quantitative (data driven) and qualitative in nature.
 6. A proposal for any degree level shall include a plan to achieve a diverse student body in the program.
 7. The proposal shall provide evidence that the institution has the resources in place, or will make the necessary investments, to ensure that the proposed program will be of high quality.
 - a. The proposal shall provide evidence that the proposed program will specifically relate to existing institutional strengths.
 - b. If program reviews in the discipline pertinent to the proposed program or in related disciplines have included recommendations affecting the proposed program, the proposal shall provide evidence that progress has been made in implementing those recommendations.
 8. The proposal shall describe a sequenced course of study with expected student learning outcomes, including any appropriate industry-driven competencies for advanced technology and related disciplines, as well as a strategy for assessing student learning.
 - a. Admissions and graduation criteria shall be clearly specified and appropriate.
 - b. The course of study and credit hours required should include a timeframe consistent with similar programs.

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- c. In cases in which specialized accreditation is available, evidence shall be provided that the program will seek accreditation, or a rationale shall be provided as to why the program will not seek specialized accreditation as required by Board of Governors Regulation 3.006.
 9. The proposal shall demonstrate that sufficient qualified faculty are available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty in later years. The proposal shall demonstrate that the academic unit or units associated with this new degree have been productive in teaching, research, and service.
 10. The proposal shall demonstrate that the necessary library volumes and serials, classroom, teaching laboratory, research laboratory, office and any other type of physical space, equipment, and appropriate clinical and internship sites shall be available to implement the program.
 11. For a graduate-level program, the proposal shall indicate whether appropriate fellowships, scholarships, and graduate assistantships are in place, or if the university has made sufficient plans for their existence when student support is the norm in similar programs in the discipline.
- (3) The New College of Florida Board of Trustees will review the proposed new academic program and its implementation costs, and vote on whether to approve the proposed new academic program.
- (4) Within four weeks of approval of a bachelor's, master's, specialist, or advanced master's degree by the New College of Florida Board of Trustees, New College shall notify the Board of Governors Office in writing and provide an electronic copy of the proposal for each program, along with related Board of Trustees approval documents.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 8.011

History: Adopted 11-16-13; Revised 02-24-17 (technical amendment)