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2-203 Academic Degree Program Planning and Implementation

The establishment of any Academic Degree Program requires approval by the Board prior to announcement and implementation.

A. The Academic Degree Program Inventory

1. The Academic Degree Program Inventory includes all academic degree programs which have been approved for planning or for implementation at the respective universities.
2. Requests must be submitted to the Board for approval to plan or to implement new programs. Any program that is going to be reflected in the budget process should be proposed early enough to allow time to evaluate the budgetary impact.
3. Changes to the Academic Degree Program Inventory occur in two stages: first, authorization for planning; and then authorization for implementation. The universities may request an exception to the two-stage process after a collective review by the Chief Academic Officers.

B. Planning Authorization

1. The Board will also review and update the list of programs approved for planning. The states need for a proposed program and the appropriateness of the university making the request as the best provider of the proposed program are the primary criteria that will be considered in granting approval to plan a new academic degree program. Planning authority granted by the Board will expire three years from the date of initial approval unless extended by the Board.
2. All requests to plan programs shall include:
 - a. A description of the purpose of the program and its place within the university's strategic goals
 - b. The state's need for the program
 - c. Projected student demands for the program

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- d. A description of the steps which have been taken to communicate about the nature of the program with academic leadership at the sister universities, including opportunities for collaboration
 - e. Anticipated new resources needed for the program
3. The Board expects substantial justification for all requests for authorization to begin planning a new program that duplicates a program offered by another Arizona public university. The Board will consider the following criteria in reviewing a request for planning authorization for a new degree program that duplicates a degree program offered by another public university in Arizona.
- a. The proposed program is consistent with the long-term mission and goals of the university proposing the program.
 - b. The program instructional content and delivery mode respond to the demographic and geographic characteristics of the student demand (e.g., unmet needs, special student populations, distance learning options, etc.).

C. Implementation

- 1. A university may request, after collective review by the Chief Academic Officers, authorization from the Board to implement any degree program approved for planning. The quality and cost of the proposed program and the university's readiness and ability to support the program are the primary criteria that will be considered.
- 2. The implementation proposal shall address the criteria provided in the implementation for new academic degrees programs", provided on the above website ([www. azregents.edu/faculty](http://www.azregents.edu/faculty)), including:
 - a. Purpose of the program
 - b. Relation to the university mission and strategic direction
 - c. Defined learning outcomes and a description of how those outcomes will be addressed

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- d. The state's need for the program, including student demand
- e. Analysis of similar programs offered in the state and region
- f. Expected faculty and resource requirements
- g. Financing and 3-year budget

3. Duplicative programs

- a. A review of the justification as described in section B.3. above, under which the duplicated program was approved for planning, must show that the rationale continues to be pertinent.
 - b. The proposal should address options for course/program collaboration with the sister institution(s) offering the program
4. The Board will not consider any university's request for authorization to begin a new degree program which was not previously approved for planning except under circumstances of clearly demonstrated urgency.
5. A university may not admit students to a new program approved for implementation by the Board until substantially all of the funds, as identified in the projected budget approved by the Board, are currently available from existing resources or firmly assured by legislative appropriations or other sources and are committed by the President for the support of the program.
6. All changes to the Board-approved multi-year program budget that, at implementation, exceed ten percent (10%) must be submitted to the Board for approval.

D. Academic Degree Programs Offered by Branch Campuses

- 1. All academic degree programs authorized by the Board for the main campus may be offered by a branch campus subject to review by the Chief Academic Officers and approval by the Executive Director prior to implementation. Requests must be submitted to the Board for approval to plan or to implement new programs. Any program that is going to be reflected in the budget process should be proposed early enough to allow time to evaluate the budgetary impact. The Executive

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Director shall report to the Board all academic degree programs approved for branch campuses.

2. Academic degree programs authorized by the Board for a main campus may be requested for implementation by a branch of that main campus without having received prior planning authorization as required by subsection B of this Policy.
3. Academic degree programs requested by a branch campus that are not authorized for the main campus must meet the requirements of subsections B and C of this Policy.