

Developing New Graduate Degree Programs

at

The University of North Carolina at Chapel Hill

Campus academic program development guidelines must follow the framework provided by the UNC System office and the Board of Governors. The *Academic Program Development Procedures* can be found at the UNC General Administration (UNC-GA) Academic Planning website (<http://www.northcarolina.edu/content.php/aa/planning/index.htm>). Academic actions requiring approval from the UNC-GA are:

- Notification of intent to plan a new undergraduate, Master's, or C.A.S. program
- Request for authorization to plan a new degree program at the doctoral or first professional level
- Request for authorization to establish a new degree program
- Request for authorization to change the name or title of an existing degree program
- Discontinuation of a degree program, C.A.S. program, or other certificates.

Intent / Authorization to Plan

Master's Degrees

Proposals for new Master's degrees must submit a *Notification of Intent to Plan*.

- The Department or Curriculum must create the proposal and have it approved through all internal, departmental processes.
- The Dean of the appropriate College or School must approve the proposal prior to submission to The Graduate School.
- The Academic Policy Committee and the Administrative Board of the Graduate School must approve the proposal prior to submission to the Office of the Provost.
- The Office of the Provost will review the proposal, request any changes, and report on progress to the Faculty Council.
- Upon approval by the Provost, the Chancellor will review, approve and then submit a summary of the proposal to the Board of Trustees.
- The Chancellor will submit the proposal to UNC-GA.

Notification to UNC-GA may be sent at any time, but at least six months prior to the proposed date of establishment. Following notification of intent to plan, the institution will have one year to complete planning and submit a request to establish the proposed program.

UNC-GA will report on programs being planned semi-annually (March and September) to the Board of Governors Committee on Educational Planning, Policies & Programs. This activity does not constitute a commitment on the part of the Committee or the Board to approve the program. UNC-GA will also maintain a website with all programs being planned system-wide.

Doctoral and First Professional Degrees

Proposals for new Doctoral and First Professional degrees must submit a *Request for Authorization to Plan*.

- The Department or Curriculum must create the proposal and have it approved through all internal, departmental processes.
- The Dean of the appropriate College or School must approve the proposal prior to submission to The Graduate School.

- The Academic Policy Committee and the Administrative Board of the Graduate School must approve the proposal prior to submission to the Office of the Provost.
- The Office of the Provost will review the proposal, request any changes, and report on progress to the Faculty Council.
- Upon approval by the Provost, the Chancellor will review, approve and then submit a summary of the proposal to the Board of Trustees.
- The Chancellor will submit the proposal to UNC-GA.

Notification must be submitted annually by a fixed date established by UNC-GA. The Graduate Council must approve the proposal prior to presentation to the Board of Governors Committee on Educational Planning, Policies & Programs, which will grant authorization to plan requests once annually. Approval to plan does not constitute a commitment on the part of the Committee or the Board to approve the program. Once the Chancellor has been notified of the decision from UNC-GA, all campus offices involved will be notified.

Following an approved authorization to plan, an institution will have two years to complete its planning and submit a request to establish the proposed program.

Authorization to Establish

All new degree program proposals must submit a *Request for Authorization to Establish*. It may be submitted at any time after the notification of intent to plan has been submitted for master's programs and after planning authorization has been granted for doctoral and first professional programs.

The proposal should be reviewed once again by the same campus units that reviewed the request to plan before it is submitted by the Chancellor to UNC-GA. A report summarizing progress can be provided by the Chancellor to the Board of Trustees.

Following review and (where appropriate) consideration by the Graduate Council, UNC-GA will recommend approval of the program to the Board of Governors Committee on Educational Planning, Policies & Programs and through it to the full Board. In general, reviews will be completed within three to six months.

Once complete, UNC-GA will notify the Chancellor, who will inform the University and campus offices involved. The Department, The Graduate School, and the Office of the University Registrar work collaboratively to institute the necessary procedures for admission and enrollment of students in the new degree program.

Reports on Progress to Implement the New Program

Reports on the progress of program implementation must be submitted twice to UNC-GA. The first such report will cover the first one to two years of implementation, and the second report will cover the first three to four years of operation of the program.