

C. Procedures for Program Development or Modification

1. Campus Program Development Procedures

Each institution must have a clearly defined process for campus review and approval of proposals to plan and, once planning is completed, a process for approving requests to establish new academic degree programs. The appropriate campus committees and authorities must approve any notification or request to plan or establish a new degree program before submitting it to General Administration.

Institutions wishing to plan new degree programs at the undergraduate or master's level must send a notification of intent to plan to General Administration. Such notification may be sent at any time, but at least six months prior to the proposed date of establishment, using the form developed for this purpose (Appendix A-400.1.1.3[G])

To assist institutions preparing to plan new programs, Academic Planning/Academic Affairs staff will make available a link to the CIP taxonomy, an up-to-date Academic Program Inventory for UNC institutions, and a 5-year history of enrollment of majors and degrees awarded by program and institution within the UNC system. Institutions planning a new degree program will be expected to contact other institutions awarding the proposed degree during the planning process regarding their experience with program productivity (applicants, majors, job market, placement, etc.).

Upon receipt of the notification of intent to plan, Academic Planning will 1) acknowledge receipt of the notification; 2) provide any additional information not yet posted regarding location of similar programs; and 3) add this program-planning activity to a list that will be maintained by Academic Planning and made accessible to all UNC institutions. All UNC institutions will be expected to consult this list periodically to remain informed about programs being planned by other UNC institutions.

Following notification of intent to plan, the institution will have one year to complete planning and submit a request to establish the proposed program. If planning is not completed within the year, the campus may, under special circumstances, request a one-year extension. If the institution fails to complete the program plan within its allotted time, it must wait one year before resubmitting notification of intent to plan that program.

The program planning activity is intended as an opportunity for an institution to make the case for need and demand and for its ability to offer a quality program. This activity, by itself, does not guarantee that program authorization will be granted.

2. Planning New Doctoral and First Professional Degree Programs

Institutions wishing to plan new degree programs at the doctoral or first professional level must seek authorization to plan the program, using the appropriate form (Appendix B-400.1.1.4[G]). Campus requests must be the result of comprehensive strategic planning. The formal request to plan must indicate how the proposed program fits into the institution's comprehensive strategic plan and address issues such as need, demand, potential duplication, readiness of the institution to offer the program, and potential costs. Requests for authorization to plan may be submitted periodically by fixed dates established by General Administration.

UNC chief academic officers and graduate deans will be invited to discuss issues such as need and demand, opportunities for collaboration, etc. with respect to graduate education at their periodic meetings. After appropriate notification to the Graduate Council, General Administration will present recommendations regarding authorization to plan doctoral and first professional programs to the Committee on Educational Planning, Policies, and Programs for their consideration.