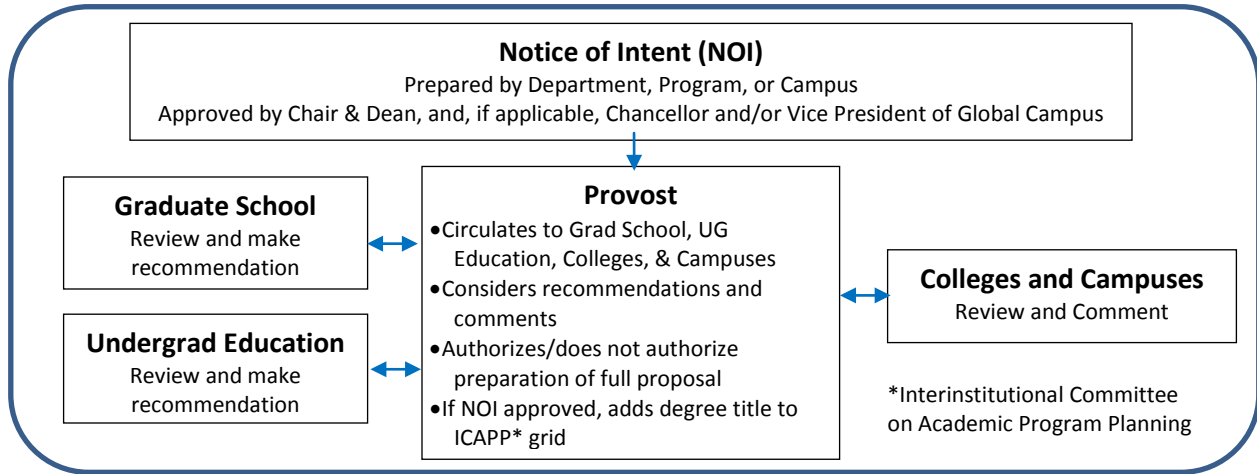


Review Process for Creating, Extending, Relocating, Consolidating, Renaming, or Discontinuing a Degree, Changing a Degree Type, or Aligning Degree Name with Academic Plan

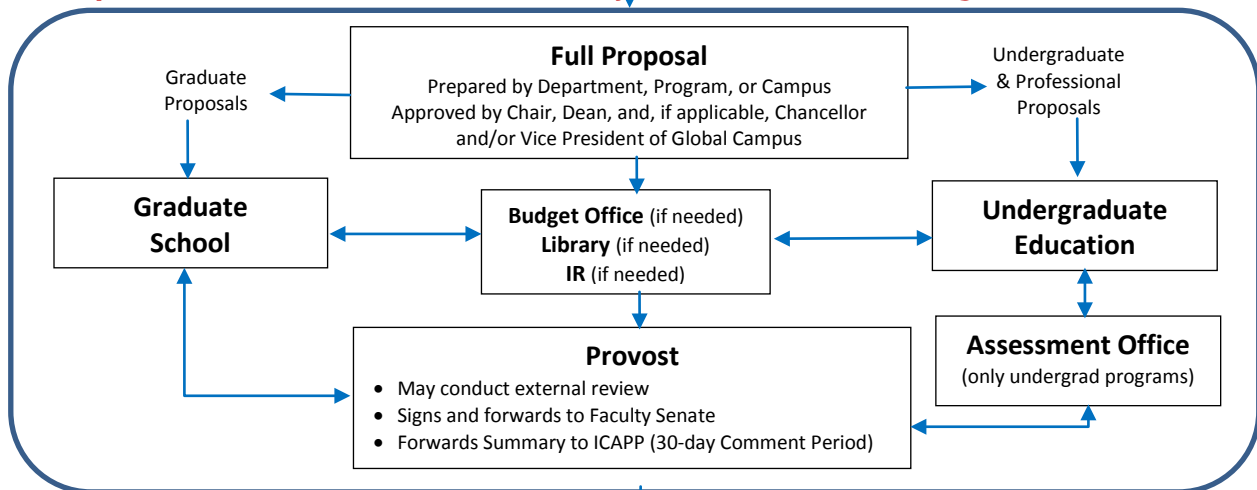
Pre-Proposal Phase

(Goal: 14 days)



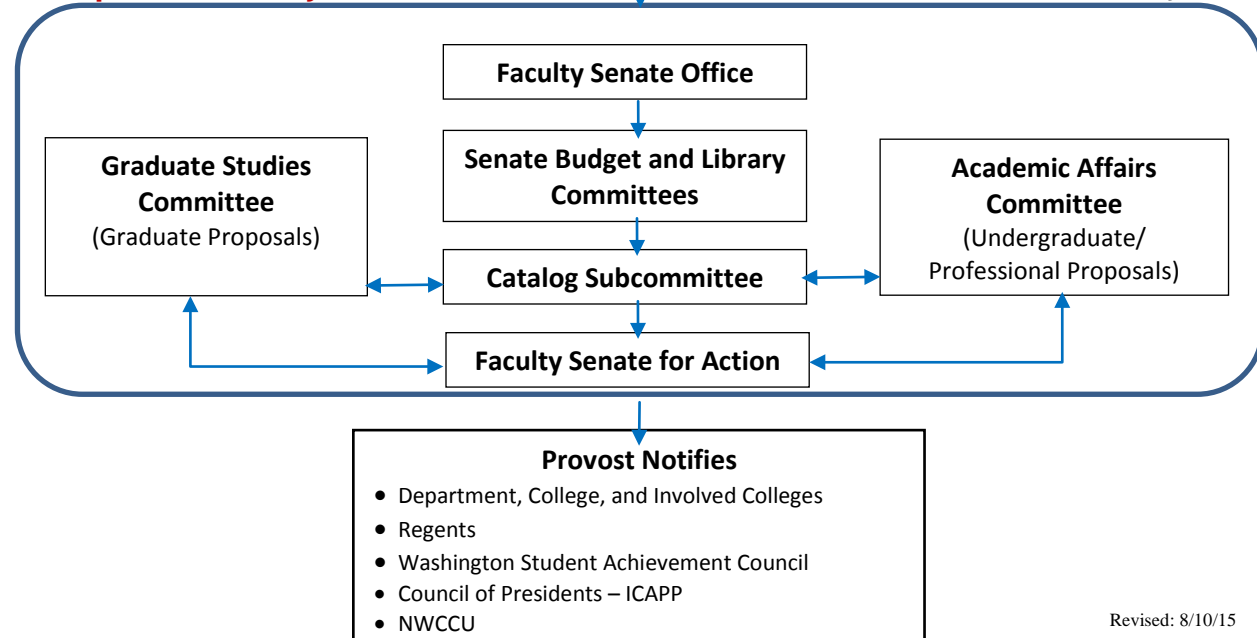
Full Proposal - Provost Phase (fulfilled by NOI for lesser changes)

(Goal: 14 days)



Full Proposal - Faculty Senate Phase

(Goal: 60 days)



Process Overview and Rationale

Provost's Office Phases

Pre-Proposal Phase (Notice of Intent): The purpose of the Pre-proposal Phase is to inform academic units across the University of potential changes at the degree program level. This enables the identification of any conflicts and possible collaborations with existing or planned programs before significant time is invested in the development of a full proposal. Additionally, the review of pre-proposals within the Provost's Office enables the alignment of proposed degree programs with University goals to be assessed prior to developing a full proposal.

Did You Know? *University accreditation policies prohibit advertising or recruiting students for a new program not yet approved by the Faculty Senate or by the Northwest Commission on Colleges and Universities. The NOI phase allows the university to begin dialog with the accreditors.*

Full Proposal Phase: The purpose of the Provost's Office Full Proposal Phase is to assure that financial resources and personnel, learning outcome assessment, and diversity provisions are sufficient. Additionally, the examination enables the identification and resolution of any issues before proposals are forwarded to the Faculty Senate and, when deemed necessary, the inclusion of external reviewers.

- **ICAPP Review** (Interinstitutional Committee on Academic Program Planning, Council of Presidents, <http://www.councilofpresidents.org/icapp.html>): "ICAPP performs a role in the planning stages of both new baccalaureate and graduate degree programs and existing programs for new locations or modalities. Its purpose is to provide a forum for communication, transparency, feedback, collegial resolution of differences, and exploration of partnership opportunities among the members from the six public baccalaureate institutions and the State Board of Community and Technical Colleges."
- **Washington Student Achievement Council Notification** – The WSAC maintains the database of all degree programs offered in the state of Washington, as well as of the programs approved for students using veterans' benefits, and they are responsible for identifying underserved regions and populations, as well as fields of study where there is unmet state need. So it is important that their inventory of programs is kept up to date.

Proposals may be tracked via the spreadsheet on the Sharepoint site (most current): <https://sharepoint.ir.wsu.edu/sites/PDC/Shared%20Documents/Forms/AllItems.aspx> or on the Provost's Office website (updated slightly less frequently): <https://provost.wsu.edu/procedures/degree-approval/>

Faculty Senate Phase

After the Provost's Office has reviewed the proposal and released it for submission to the Faculty Senate approval process, the signed forms, proposal, and accompanying documents will be forwarded to the Registrar's Office and to the Faculty Senate Office for review and approval by the appropriate committees and the Faculty Senate.

NOTE: The Faculty Senate Curriculum Subcommittee will not consider new program proposals until new courses and requirements for that program have been approved.

If the new degree will include new courses or new program requirements, submit the required change forms (<https://www.ronet.wsu.edu/ROPubs/Apps/HomePage.ASP>) directly to the Registrar's Office at the same time the proposal itself is sent to the Provost's Office.

Post-Approval Notifications: Various state, federal, and regional accreditation offices must be notified of any changes to degrees. This is handled by the Provost's Office.