

Program Approval Process for Idaho State Board of Education

*Please contact Jennifer Jayne, Project Coordinator for Academic Planning at any point with questions about the process.

Minors, Emphases, & Name Changes

After the changes listed below are approved by the University Curriculum Committee (UCC) or Graduate Council, the Project Coordinator for Academic Planning will submit a notification letter of the change to the Board office. The Project Coordinator receives approved curriculum from the Kuali **to initiate the letters**.

- Create a new minor
- Create a new emphasis, option or specialization within a degree program
- Discontinue a minor
- Name change of an existing degree, minor, certificate or graduate certificate
- Name change of an emphasis, option, or specialization within a degree program

Discontinuations

After the changes listed below are approved by the UCC or Graduate Council, email the Vice Provost for Academic Planning and the Project Coordinator for Academic Planning to receive assistance regarding the drafting of a **discontinuation proposal** that will be sent to the Board Office for approval.

- Discontinue a degree program
- Discontinue a program emphasis, option, or specialization
 - Requires a letter of notification to the State Board office
- Discontinue a certificate
 - Less than 30 credits require a letter of notification
 - More than 30 credits require a discontinuation proposal form
- Consolidate two or more-degree programs

New Degree Programs, and Certificates With and Without Online Fee Model

After getting support from the academic College Dean and while working on curriculum for the UCC or Graduate Council for the changes listed below, contact the Vice Provost for Academic Planning and the Project Coordinator for Academic Planning to set up a meeting to receive guidance and next steps on drafting a **new program proposal** to State Board.

- Create a new degree program (this conversation should take place at least a year before implementation)
- Create a new certificate *not* using the online fee model
 - Less than 30 credits require a letter of notification
 - More than 30 credits require a Short Proposal form
- Create a new certificate *using* the online fee model (a year in advance)

- Less than 30 credits, requires a Cover Sheet and letter of notification to the State Board Office
 - More than 30 credits, requires a Cover Sheet and Short Proposal form
- Offer a program (new or existing) at a new site
- Bifurcate an existing degree program

Institutes, Centers, Academic Department Renaming or Relocation

Please contact the Project Coordinator for Academic Planning if any of the changes below are planned.

- Create a new center or institute
- Discontinue a center or institute
- Renaming of an academic department
- Change in the administrative home for a program

Please see flowchart on the next page.