

PROGRAM APPROVAL PROCESS
(Revised June 2022)

Highlights of the Program Approval Process:

- The Regent universities shall submit the name and educational level of proposed programs that have already undergone an initial institutional review, are currently undergoing an in-depth institutional review, and are likely to be submitted for program approval by the Board of Regents. The proposed program must reside on the program planning list maintained in the Board office for at least three months prior to submitting a program proposal to allow sufficient time for discussion within the three Regent universities.
- The Board Office and the Council of Provosts shall review the annual program planning list at each Council of Provosts meeting.
- The universities shall complete their in-depth review of the proposed programs and submit their proposals to the Board Office using a program approval format developed by the Board Office (Form A).
- Letters of support from the other universities must be included with the program proposal.
- A review by the Iowa Coordinating Council for Post-High School Education (ICCPHSE) shall also occur prior to being submitted for Board approval. A program with unresolved concerns by the ICCPHSE should be so noted.
- The program proposals shall be reviewed in-depth by the Council of Provosts and the Board Office.
- With the recommendation for approval by the Board Office and the Council of Provosts, the program proposal shall be submitted to the Board of Regents Academic Affairs Committee and Board of Regents for discussion and action.
- Substantial expenditures for the proposed program or advertising/marketing of the proposed program shall not occur until after the program is approved by the Board of Regents. This means that the institutions shall not hire any new faculty, secure facilities, develop curriculum, or advertise the program until it has been approved by the Board of Regents.

FORM A
Board of Regents, State of Iowa

**REQUEST TO IMPLEMENT A NEW BACCALAUREATE, MASTERS,
DOCTORAL, OR PROFESSIONAL DEGREE PROGRAM**

THE PURPOSE OF ACADEMIC PROGRAM PLANNING: Planning a new academic degree program provides an opportunity for a Regent university to demonstrate need and demand as well as the university's ability to offer a quality program that is not unnecessarily duplicative of other similar programs offered by colleges and universities in Iowa.

Institution: _____

CIP Discipline Specialty Title: _____

CIP Discipline Specialty Number (six digits): _____

Level: B _____ M _____ D _____ P _____

Title of Proposed Program: _____

Degree Abbreviation (e.g., B.S., B.A., M.A., Ph.D.): _____

Mode(s) of Delivery (check all that apply): On-campus (face-to-face) ___ Off-campus (face-to-face) ___
Online ___ Hybrid ___ Other ___

Approximate date to establish degree: Month _____ Year _____

Contact person: (name, telephone, and e-mail) _____

College that will administer new program: _____

Please provide the following information (use additional pages as needed). Do not use acronyms without defining them.

1. Describe the proposed new degree program, including the following:
 - a. A brief description of the program. If this is currently being offered as a track, provide justification for a standalone program.
 - b. A statement of academic objectives;
 - c. What the need for the program is and how the need for the program was determined;
 - d. The relationship of the proposed new program to the institutional mission and how the program fits into the institution's and college's strategic plan;
 - e. The relationship of the proposed new program to other existing programs at the institution; describe how the proposed program will enhance other programs at the university. Will the proposed program duplicate existing programs at the university?
 - f. Special features or conditions that make the institution a desirable, unique, or appropriate place to initiate such a degree program.
 - g. Describe the personnel, facilities, and equipment necessary to establish and maintain a high quality program. Include any reallocations from other programs or areas of the university.
 - h. How does student demand for the proposed program justify its development? What are the anticipated sources of students to enroll in this new program?

2. Estimate the number of majors and non-majors students that are projected to be enrolled in the program during the first seven years of the program.

a. Undergraduate

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Majors					
Non-Majors					

b. Graduate/Professional

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Majors					
Non-Majors					

3. Describe the state and/or national workforce need and/or demand for graduates of the proposed program currently and in the foreseeable future (provide the sources of data used to estimate workforce need and demand).

4. The dean's office in the academic college proposing the new program is required to contact the corresponding dean's offices at the other two Regents universities (if there is no corresponding college, consider related programs in other colleges or contact the Provost's office for guidance). In some cases, such as for an interdisciplinary program, more than one college at the other universities may need to be contacted. Please summarize how this cross-institutional outreach was completed:

- a. Date that Form A was sent to dean's offices at the other two Regents universities.
- b. Date and format (email, telephone, video, in-person) of discussions between the dean's offices, and names/titles of those who participated.
- c. Summary of feedback received from the other two Regents universities, including any concerns raised. Where relevant, describe current or planned collaborations related to the program.
- d. Was the proposal modified to reflect these discussions? If so, describe.

5. List other public and private institutions of higher education in Iowa currently operating programs similar to the proposed new degree program. (For comparison purposes, use a broad definitional framework, e.g., such identification should not be limited to programs with the same title, the same degree designation, having the same curriculum emphasis, or purporting to meet exactly the same needs as the proposed program.)

If the same or similar program exists at another institution of higher education in Iowa (other than those Regent universities noted above), respond to the following questions:

- a. Describe collaboration efforts with other institutions.
- b. With what representatives of these programs has there been consultation in developing the program proposal? Provide a summary of the response of each institution consulted.
- c. Has the possibility of an inter-institutional program or other cooperative effort been explored?
- d. Are the other programs similar to the proposed program at comparable quality and cost?

6. If there are plans to offer the program off campus, online, or a blended modality, briefly describe these plans, including potential sites and possible methods of delivery instruction. Will off-campus delivery require additional **HLC or other accreditor approval**?
7. Will the proposed program apply for programmatic accreditation? When?
8. For undergraduate programs: Will articulation agreements be developed for the proposed program? With whom?
9. Describe any opportunities for experiential learning (e.g. internships, clinicals, research, community engagement/service learning).
10. From where will the financial resources to cover the costs for the proposed program come (list all that apply, e.g., department reallocation, college reallocation, grants, new to the university)?
11. Include any additional information that justifies the development of this program.