

## Document XL

### ACADEMIC PROGRAM DEVELOPMENT POLICY

The University is a dynamic institution and the development of new degree programs to meet the changing landscape of academic disciplines, state educational and workforce needs, and student recruitment is encouraged. New academic programs (degrees or certificates) can arise from the initiative of faculty, deans or members of the Academic Affairs administration. Formal proposals for new academic programs should be developed by faculty members and department heads in the appropriate disciplines, in close consultation with their respective Deans (including the Dean of the Graduate School in the case of graduate programs) and the Provost and Vice President for Academic Affairs. New degree programs must be approved by the respective deans, the Provost and Vice President for Academic Affairs, the University of Louisiana System, the Louisiana State Board of Regents, and SACS-COC. The entire process for program approval generally takes at least six months to a year.

#### Program Proposal Process

The following steps should be followed when proposing undergraduate or graduate degree programs or certificates:

1. Submit a college-approved (and Graduate School-approved in the case of a graduate program) [Pre-LOI \(letter of intent\) form](#) to the Provost and Vice President for Academic Affairs. If the program will be delivered via distance learning, also see “Guidelines for Distance Learning Program Proposals” ([link](#)).
2. Once the Pre-LOI form has been approved by the Provost and VPAA, a Letter of Intent must be developed using the Board of Regents’ “[Academic Affairs Policy 2.04, Letters of Intent for Projected New Academic Programs](#)”.
3. After approval by the Provost and President, the LOI should be submitted to the University of Louisiana staff for consideration as an agenda item. Note that for Graduate Certificates, a combined LOI/Proposal may be submitted. After Board of Supervisors approval, System staff will forward the proposal to the Board of Regents staff who will disseminate the LOI to the Chief Academic Officers at each public institution for comment. The staff will correspond with the campus if there are any questions or concerns. BOR staff will place the LOI on the Board agenda. Once approved by the BOR, the LOI is good for one year.
4. A full proposal must then be submitted to the staff at the UL System, as well as the staff at the Board of Regents. Details on the requirements for a proposal for a new academic program or unit may be found [here](#).
5. If a graduate program is involved, the Process for the External Review of Proposals for New Academic Programs ([link to pdf](#)) must be followed. Once the program is reviewed and the University revises the proposal to respond to reviewer comments, the full proposal will go to the System and, if approved there, to the Regents for final approval.
6. The University must submit the required notification to SACS-COC. See the section below if Substantive Change is involved.

**Substantive Change:**

Many new programs are considered to be substantive changes to the University, and must be reported to and approved by SACS-COC. See the University's Substantive Change Policy.