

## II. POLICIES

The Committee on Academic Affairs and Licensing (CAAL) establishes and maintains procedures designed to implement the following policies.

### A. Policy for New Programs

1. New degree programs are:
  - a) offerings in any academic degree program that conclude with the conferral of a degree at any level in any field or major not previously offered;
  - b) courses constituting 50 percent or more of a program of study not previously approved by the Commission offered on-campus or off-site by any instructional modality within a three-year period for associate's, baccalaureate, specialist, or master's programs, or within a five-year period for doctoral programs;
  - c) any program offered at one degree level proposed to be offered at another level (e.g., the institution offers a B.A. and wants to offer an M.A.);
  - d) new teacher programs including add-ons or endorsements;
  - e) the addition of concentrations in educator preparation programs that lead to initial certification; or
  - f) any existing program which changes to such an extent that a change in CIP code is required or for which a change to the CIP code is requested.
2. All new degree programs, no matter the mode of delivery or location, require Commission approval as defined by the policies and procedures in this manual. Authorized programs are identified in the Commission's *Inventory of Approved Programs*.
3. New program proposals must be approved by the proposing institution's governing board prior to submission.
4. No program may be publicized as an approved program in the catalog of any institution or in any other manner prior to approval by the Commission. After the submission of a New Program Proposal, proposed programs may be publicized as "pending approval" for recruitment purposes.
5. Compliance with the Commission's productivity standards for existing programs will be considered in determining an institution's request to establish a new program. New program proposal requests will be approved by the Commission **only** if the proposal contains reasonable assurances that enrollment projections will meet the minimum standards for degree productivity.
6. If implementation of a proposed program entails new capital construction, substantial modifications to existing facilities, or leasing of new or expanded facilities, an appropriate request for Commission approval of such construction or modification must be submitted through the Finance and Facilities approval procedures concurrently with the proposal for the new program so that the Commission's Committee on Academic Affairs and Licensing and Committee on Finance and Facilities may review the proposals simultaneously.
7. All proposals to establish new doctoral programs must be accompanied by a review from a qualified out-of-state evaluator selected by the Commission which analyzes the merits of the proposed program, its potential effect on existing programs at the institution, its relationship to similar programs in the state, and the institution's readiness and ability to