



## New Program Approval Process

The approval process for AAS and CAS programs takes approximately 12-18 months from start to finish. Approval of Certificates of Technical Studies (29 credits or fewer) takes approximately one year. An asterisk indicates steps that are not necessary for CTS programs.

**Step 1: Preliminary Approval:** Prepare and submit a Program Development Request Form to the VP of Academic and Student Affairs.

*Action: VP shares the proposal with Exec Staff to obtain approval to continue program development. Upon preliminary approval, the VP alerts the Program Review Committee Chair to schedule a review of the new program proposal.*

**Step 2: Academic Program Plans:** Upon preliminary approval from Exec Staff, Academic Affairs submits the program to OCHE to add to FVCC's Academic Program Plan.

**Step 3: Division Chairs Awareness:** The VP of Academic and Student Affairs shares the approved Program Development Request with Division Chairs.

*Action: The relevant division chair discusses any concerns with the program developer.*

**Step 4: Advisory Committee:** Program developer assembles an advisory committee and gets feedback on the proposed curriculum.

Please Note: **Step 6** cannot commence until an advisory committee has been assembled and at least one meeting has been held.

**Step 5: Intent to Plan form\*:** Academic Affairs submits an Intent to Plan form to OCHE at least 12 months in advance of the program's intended start date.

**Step 6: Program Review:** Program developer completes the Program Review Document and submits it to the Program Review Committee Chair.

Program Review Committee:

- Verifies completeness of information presented
- Reviews how program fits with college's Mission, Core Themes, and/or Division
- Reviews needs of program including equipment, IT, personnel, facilities
- Reviews needs assessment
- Reviews curriculum

*Action: The Program Review Committee Chair summarizes the recommendation of the committee and forwards the entire proposal packet and summary to the VP of Academic and Student Affairs who takes the information to Exec Staff for approval to finalize the development process.*

**Step 7: Executive Staff:** Executive Staff determines if the college has the financial resources to commit to the program and if the program is in alignment with college goals.

*Action: The VP of Academic and Student Affairs notifies the program developer whether or not Exec Staff supports moving forward with the approval process.*

**Step 8: Faculty Senate/Division Feedback:** The program developer submits the Program Review summary to Faculty Senate and the division.

*Action: The program developer obtains completed Curriculum Committee Faculty Senate and Division feedback forms to submit with the Curriculum Committee materials.*



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**Step 9: Curriculum Committee:** The program developer submits materials for approval by Curriculum Committee.

*Action: Curriculum Committee makes recommendations for implementation and votes on whether or not to approve the program curriculum.*

**Step 10: FVCC Board of Trustees:** Upon Curriculum Committee approval, Academic Affairs submits the program to the FVCC Board of Trustees for approval.

*Action: The Board of Trustees votes to approve the new program.*

**Step 11: MUS Board of Regents:** Upon FVCC Board of Trustees approval, Academic Affairs submits the proposal to the MUS Board of Regents for notification or approval.

- All programs over 29 credits (CAS and AAS degrees) are submitted to the Board of Regents at regular meetings in March, May, September, and November and then approved at the subsequent meeting.
- Certificates with fewer than 30 credits are presented to the Board of Regents monthly as an FYI and receive approval the following month.

**Step 12: NWCCU:** Upon Board of Regents approval, Academic Affairs submits the program to NWCCU for notification or approval.

**Step 13: Department of Education:** Upon NWCCU approval, the Financial Aid office submits the new program to the Department of Education for approval to distribute financial aid.