The purpose of this document is to provide a helpful resource for proposing Graduate Curriculum Actions. The actions may involve new graduate programs, new courses, new concentrations, modifying course descriptions, and new numbers on courses. Other actions may involve deleting programs, courses, and concentrations; change in sequence of curriculum, change in course numbers, cross-referencing course numbers and pre-requisites. Internal (university-wide) and External (Mississippi Board of Trustees, Institutions of Higher Learning (IHL) processes must be followed to avoid program implementation delays.

I. Proposing New Master’s Degrees

New degree programs are considered by the Board of Trustees at the February and November Board meetings. When approved, a new degree program shall enroll students within two academic years of Board of Trustee approval. If the program has not enrolled students by the end of the second year, Board approval is rescinded and the program will be deleted from the Academic Program inventory.

BOARD ASSURANCES

The Board must be assured that all new degree programs:

- Will be consistent with the role and mission of the institution;
- Will be considered only when all university degree programs within that discipline have professional accreditation (if available) and have met the minimum standards of productivity;
• Will be considered only when professional accreditation will be sought for this program (if available);
• Will be consistent with the curricula of similar programs in this discipline and will meet any licensing or certification needs;
• Will meet local, state, regional and national educational, societal, or cultural needs;
• Will not be unnecessary duplicative of other programs within the university or System;
• Will be funded through documented resources; and
• Will include procedures for program effectiveness.

Board Policy (507) requires an electronic copy of the Authorization to Plan New Degree Programs document to be submitted by the Provost to the Academic Affairs Committee of the Board for approval. See Academic Guidelines (Appendix 7) of Board policy for instructions on how to complete the document.

**Process for Board Approval for Campus Implementation**

1. All Authorization to Plan requests will be sent by the Institutional Chief Academic Officer (Provost) to IHL for submission to the Council of Chief Academic Officers (CAO) for review.
2. The requests will be placed on the agendas of the Council of CAO and the Council of Institutional Executive Officers (IEO).
3. The requests will be placed before the Board of Trustees Academic Affairs (AA) Committee and the committee will render a decision.
4. If granted authorization to plan, the New Academic Degree Proposal (Appendix 8) may be submitted for approval.
5. The requests will be sent to the Council of CAO and the Board of Trustees AA Committee.
6. The full New Academic Degree Proposal will be placed on the AA Committee and the committee will render a decision.
7. If approved, the full New Academic Degree Proposal will be placed on the full Board agenda for action.
8. If approved, the Provost will notify the College Dean and Dean of the Graduate School, if applicable to proceed with the New Program Proposal.

**Process of Campus Implementation for Board Approval**

1. Authorization to Plan requests will be discussed with the Provost for review and pre-approval.
2. The Board policy (507) Academic Guidelines document will be utilized for submission of a new/modifications to existing degree proposal and developed by graduate faculty members from the academic unit.

3. Graduate faculty members will submit the new degree proposal to the Departmental/School/College Curriculum Committee for approval using the Graduate Curriculum Committee Curricular Proposal Form and Channeling Process for Graduate Curriculum Action.

4. When granted approval, the New Academic Degree Proposal and the Graduate Curriculum Committee Curricular Proposal Form must be submitted for approval by the chairperson of the department and College Dean. For education programs, Professional Education Council (PEC) approval is required.

5. The New Academic Degree Proposal will be forwarded to the Graduate Curriculum Committee and Graduate Dean for approval by the Graduate Council.

6. The chairperson of the Graduate Curriculum Committee will present a recommendation to the Graduate Council for action.

7. When approved by the Graduate Council, the Graduate Dean will notify the Provost.

8. The Provost will submit to IHL

II. Modifications to Existing Degree Programs

Process for Board Approval for Implementation

Modifications to existing degree program requests are considered by the Board of Trustees at the April and September Board meetings. This type of request includes any renaming, consolidation, suspension, or deletion of a degree program. (Changes to Classifications of Instructional Programs (CIP) codes require no formal action by the Board of Trustees but rather require the approval of the Assistant Commissioner of Academic and Student Affairs.

It is expected that all renaming of existing degree programs:

- Will be consistent with the role and mission of the institution;
- Will be consistent with the curriculum of the present program; and
- Will not be unnecessarily duplicative of other programs within the university or System;

It is expected that consolidation of existing degree programs:

- Will be consistent with the role and mission of the institution;
- Will be considered only when all university degree programs within that discipline have professional accreditation (if available) and have met the minimum standards of productivity;
• Will be considered only when professional accreditation will be sought for this program (if available);
• Will be consistent with the curricula of similar programs in this discipline and will meet any licensing or certification needs;
• Will meet local, state, regional and national educational, societal, or cultural needs;
• Will not be unnecessary duplicative of other programs within the university or System; and will include procedures for program effectiveness.

It is expected that all suspensions of existing degree programs:
• Will be consistent with the role and mission of the institution; and
• Will affect a minimum number of students and faculty.

Note: The suspension of a program means that the program remains an authorized program at the institution, but new students are no longer permitted to enroll. A program may be suspended, without obtaining Board approval, for a period not to exceed three years.

Process of Campus Implementation for Modifications to Existing Degree Program Approvals

1. The Board policy (507) Academic Guidelines document will be utilized for submission of a modification to existing degree proposal and developed by graduate faculty members from the academic unit.
2. Graduate faculty members will submit the Modification Proposal to the Departmental/School/College Curriculum Committee for approval using the Graduate Curriculum Committee Curricular Proposal Form and Channeling Process for Graduate Curriculum Action.
3. When granted approval, the Modification Proposal and the Graduate Curriculum Committee Curricular Proposal Form must be submitted for approval by the chairperson of the department and College Dean. For education programs, Professional Education Council approval is required.
4. The Modification Proposal will be forwarded to the Graduate Curriculum Committee and Graduate Dean for approval by the Graduate Council.
5. The chairperson of the Graduate Curriculum Committee will present a recommendation to the Graduate Council for action.
6. When approved by the Graduate Council, the Graduate Dean will notify the Provost.
7. The Provost will submit to IHL for approval by the Assistant Commissioner of Academic and Student Affairs.
III. Establishment of Certificate Programs

The establishment or modifications of certificate programs require no formal action by the Board of Trustees. However, the Assistant Commissioner of Academic and Student Affairs should be informed by letter of any certificate programs that carry academic credit.

Process of Campus Implementation for Establishment of Certificate Program Approvals

1. The Board policy (507) Academic Guidelines document will be utilized for submission of a certificate program proposal and developed by graduate faculty members from the academic unit.
2. Graduate faculty members will submit the Certificate Program Proposal to the Departmental/School/College Curriculum Committee for approval using the Graduate Curriculum Committee Curricular Proposal Form and Channeling Process for Graduate Curriculum Action.
3. When granted approval, the Certificate Program Proposal and the Graduate Curriculum Committee Curricular Proposal Form must be submitted for approval by the chairperson of the department and College Dean. For education programs, Professional Education Council approval is required.
4. The Certificate Program Proposal will be forwarded to the Graduate Curriculum Committee and Graduate Dean for approval by the Graduate Council.
5. The chairperson of the Graduate Curriculum Committee will present a recommendation to the Graduate Council for action.
6. When approved by the Graduate Council, the Graduate Dean will notify the Provost.
7. The Provost will submit to IHL for acknowledgement by the Assistant Commissioner of Academic and Student Affairs.

IV. Procedures For Other Graduate Curricular Actions

Utilize the Channeling Process for Other Graduate Curricular Actions and the Graduate Curricular Proposal Forms for new concentrations, revision of courses, deletion of concentrations, change in sequence of curriculum, change in course numbers, cross-referencing course numbers, change in credit hours, pre-requisites to be listed and variable titles.

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