FSU-5.099 Development, Approval, Termination, and Suspension of Degree Programs

(1)   The purpose of this Regulation is to outline the procedures governing new degree development, as well as suspension and termination, at Florida State University. The core tenets that guide the process are:

(a)   The faculty creates, approves, and modifies all curricula, including degree programs.

(b)   The administration determines whether funding and funding priorities support approval of specific degree programs, given the resources needed to support those programs in a manner consistent with the University's status as a preeminent institution.

(c)   All portions of the Florida State University degree approval process, including criteria for degree approval, must be consistent with Florida Board of Governors Regulation 8.011, Authorization of New Academic Degree Programs and Other Curricular Offerings. [See especially (3) (a), Institutional and State-Level Accountability and (3) (b), Institutional Readiness.]

(d)   The Florida Board of Governors (BOG) retains authority for reviewing all research doctoral and professional degree proposals and delegates authority for all degrees below that level (specialist, master's, bachelor's) to the Florida State University (FSU) Board of Trustees.

 (2)   Board of Governors Regulation 8.011 [(2) (a) and (b)] defines both an academic degree program and a major within an academic degree program.

(a) A degree program is defined as "an organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification of Instructional Programs (CIP) Code by the National Center for Education Statistics, or as demonstrated by the existence of similar degree programs at other colleges and universities."

(b) A major is defined as "an organized curriculum offered as part or all of an existing or proposed degree program. A program major shall be reasonably associated with the degree program

under which it is offered and shall share common core courses with any other majors within the same degree program." Majors may be developed during the degree process by describing the various majors within the curriculum section of the common SUS new degree proposal format, or they may be added to an existing degree using the New Major (Within Existing Degree Program) Proposal.

(3)   All formal new degree proposals are developed by FSU faculty members, individually or in groups, whether or not they hold an administrative role such as program director or department chair. The process for approving new degrees requires two stages within FSU (Proposal to Explore and Proposal to Implement) as well as the CAVP Academic Coordination Group Pre-Proposal and presentation.

      (a)   Early in the development process, the lead faculty author works with the Office of Faculty Development and Advancement to prepare a CAVP Pre-Proposal for the Provost's approval. This approved Pre-Proposal is then discussed in accordance with the CAVP Academic Coordination Group's procedures.

      (b)   The Proposal to Explore is reviewed and approved by the committees and individuals listed in Steps 1-9 below, with schools outside of colleges beginning at Step 3. Approved proposals are included in the University's annual BOG Workplan,

            1. Department/School Faculty Curriculum Committee

            2. Department Chair/School Director/Program Director

            3. College/School Faculty Curriculum Committee

            4. Dean or School Director

            5. Faculty Senate Undergraduate or Graduate Policy Committee, as appropriate

            6. SACSCOC Liaison

            7. Vice President for Faculty Development and Advancement

            8. Provost

9. FSU Board of Trustees (discussion in Academic Affairs Subcommittee)

(c)   The Proposal to Implement, written in accordance with the common State University System (SUS) new degree proposal format, is reviewed and approved by the committees and individuals listed in Steps 1-11 below, with schools outside of colleges beginning at Step 3. After approved by each of these faculty and administrative entities, degrees (except for research doctorate and professional) are implemented by informing the Board of Governors Office, which places them on the SUS Degree Program Inventory after a technical review. (At times, implementation of bachelor's degree programs is contingent upon BOG approval of limited-access status or an exception to the 120-credit-hour limit.) As soon as the degree is placed on the SUS Degree Inventory, it is also placed on the FSU Degree Program Inventory.

1. Department/School Faculty Curriculum Committee

2. Department Chair/School Director/Program Director

3. College/School Faculty Curriculum Committee

4. Dean or School Director

5. Faculty Senate Undergraduate or Graduate Policy Committee, as appropriate

6. SACSCOC Liaison

7. Library Director

8. Equal Opportunity Officer

9. Vice President for Faculty Development and Advancement

10. Provost

11. FSU Board of Trustees (discussion in Academic Affairs Subcommittee)

(d) All research doctorate and professional degrees must be reviewed by a qualified external consultant prior to consideration by the FSU Board of Trustees. The reviewer's report is advisory to the FSU Board of Trustees. After Board of Trustees approval, research doctorate and professional

degrees are forwarded to the Board of Governors staff in preparation for Board of Governors review and approval. Degrees at these levels are placed on the appropriate degree inventories only after approval by the BOG.

(4) The process for terminating an FSU degree program mirrors that found in Board of Governors Regulation 8.012. The academic unit requesting termination prepares an "Academic Degree Program Termination Form" for the Provost's approval, then the issue is placed on the FSU Board of Trustees agenda for final approval of bachelor's, master's, and specialist degrees and initial approval of research doctorates and professional degrees. Degrees at the professional and doctoral levels are terminated only with approval from the Board of Governors and require a teach-out plan, in accordance with the FSU Teach-Out Policy (FSU Policy3A-4). Majors within degrees are terminated through a less formal process that requires neither BOT approval nor a formal teach-out. Either the Graduate Policy Committee or the Undergraduate Policy Committee of the Faculty Senate (as appropriate) may recommend termination of a degree program based on the results of its review.

(5) Temporary suspensions of FSU degree programs also follow the requirements set forth in Board of Governors Regulation 8.012 and require the unit to prepare a "Request for Temporary Suspension of New Enrollments in an Academic Degree Program" form. Programs may be suspended for up to 9 semesters. After that time, the degree may either be terminated or a request made to the Board of Governors for an extension of the suspension period. Either the Graduate Policy Committee or the Undergraduate Policy Committee of the Faculty Senate (as appropriate) may recommend suspension of a degree program based on the results of its review.