

SUBSTANTIALLY REWRITTEN (REDLINE FOLLOWS)

FSU 5.099: Development, Temporary Suspension, and Termination of Degree and Certificate Programs

(1) The Board of Trustees of Florida State University establishes the following procedures for new degree and certificate program development, temporary suspension of new enrollments, and termination.

(a) Degree and certificate development, temporary suspension of new enrollments, and termination must comply with Florida Board of Governors (FBOG) Regulations 8.011 and 8.012.

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

(c) Initiation of the university's formal processes related to new program development, temporary suspension, or termination requires authorization by the dean of the sponsoring college or designee to ensure fit with strategic goals and priorities of the college.

(d) University administration makes the final determination of whether funding and institutional priorities support the approval of new program development in a manner consistent with the University's mission and strategic goals.

(2) Definitions (FBOG Regulation 8.011)

(a) Degree Program: "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 the assignment of a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics or as demonstrated by the existence of similar degree programs at other colleges and universities."

(b) Program Major: "An organized curriculum offered as part or all of an existing or proposed degree program. A program major, or its equivalent, shall be reasonably associated with the degree program under which it is offered and shall share core courses with all other majors within the same degree program. Core courses shall not include common prerequisites as defined in section 1007.25, Florida Statutes. Although the major and the degree program names are identical in some cases, only the degree program shall be assigned a CIP code and included in the State University System Academic Degree Program Inventory as a stand-alone program."

(c) College Credit Certificate Program: "An organized curriculum of college credit courses offered as a distinct area of study that leads to specific educational or occupational goals, and for which the university awards a certificate, diploma, or similar form of recognition upon completion."

(3) Development of New Degree and Certificate Programs:

(a) New academic degree and certificate programs may not be implemented at an educational site that has not been approved in accordance with FBOG

Regulation 8.009 or recognized by the university's institutional accreditation agency.

(b) The process for proposing and approving new degree programs requires three stages that must occur in the following sequential manner.

1. Annual List of Anticipated New Degree Programs: Per FBOG Regulation 8.011, the FSU Board of Trustees (BOT) must annually review and approve a list of new academic degree programs the university anticipates developing in the upcoming academic year. Only those programs included on the university's list may proceed with the FBOG approval processes during that given academic year. The Office of Faculty Development and Advancement (OFDA) shall maintain the list of the university's proposed new programs that have approval of the appropriate college dean or designee, the institutional accreditation liaison or designee, and the Provost. These approvals are required before OFDA presents the final list to the BOT for approval. Once approved by the BOT, the OFDA must submit the approved list to the FBOG for review by the Chancellor or designee.
2. SUS CAVP-ACG Pre-proposal: Following placement of a proposed program on the FBOG Anticipated New Degree Programs list, further action requires development of a pre-proposal for submission to the State University System (SUS) Council of Academic Vice Presidents Academic Coordination Group (CAVP-ACG) for approval. The pre-proposal must be drafted by the academic unit, approved by the dean of the college or designee, and then reviewed and submitted to the CAVP-ACG by the OFDA. Any concerns raised by the CAVP-ACG must be addressed in the new degree Proposal to Implement.
3. Proposal to Implement: Following approval by the CAVP-ACG, the Proposal to Implement may be initiated. The proposal must be developed by the academic unit using the FBOG new degree proposal format which addresses topics such as: consistency with institutional and state-level strategic plans, student and workforce demand, duplication of existing programs, curriculum, program faculty, and institutional resources. An external review is required for doctoral and professional degrees.
 - a. The Proposal to Implement must be reviewed and approved by all relevant department, school, and college curriculum committees and the dean of the sponsoring college or designee prior to submission to the OFDA.
 - b. After a technical review of the Proposal to Implement, the OFDA is responsible for routing it through the university approval process prior to placing it on the meeting agenda for the BOT to review and approve.
 - c. Following BOT approval of the Proposal to Implement, the OFDA sends BOT-approved degree programs to the FBOG.

BOT-approved bachelors, master's, and specialist degrees undergo a technical review followed by placement on the SUS Academic Degree Program Inventory. BOT-approved research doctorates and professional degrees require FBOG approval as an agenda item during one of its regular meetings prior to placement on the SUS Academic Degree Inventory.

d. Once approved by the FBOG, the OFDA shall notify the sponsoring college and institutional administrators.

(c). The process for proposing new college credit certificate programs follows the institutional process outlined in FSU Policy 3A-1. Once approved by the all committees and offices noted in FSU Policy 3A-1, the OFDA shall notify the sponsoring college and institutional administrators.

(4) Temporary Suspension of New Enrollments in a Degree or Certificate Program

(a) Units considering the temporary suspension of new enrollments for an entire degree program (i.e., including all majors within) must consult with the OFDA, as well as the institutional accreditation liaison or designee, and complete the required form. The request must be reviewed and approved by the department chair and the dean of the college prior to review and approval by the institutional accreditation liaison or designee and university administrators.

1. BOG Regulation 8.012 limits temporary suspension of new enrollments in a degree program to a maximum of 9 semesters, including summer. Degree programs that are temporarily suspended remain active on the SUS Academic Degree Program Inventory, but no new students may be admitted.

2. Once approved, the OFDA shall notify the sponsoring college and institutional administrators. The sponsoring college is responsible for updating the department or program website with notice of the temporary suspension of admissions.

(b) Units considering the temporary suspension of new enrollments for a college credit certificate program must consult with the OFDA, as well as the institutional accreditation liaison or designee, for guidance with the institutional processes outlined in FSU Policy 3A-1. Temporary suspension of new enrollments in certificate programs is limited to a maximum of 6 semesters, including summer.

(c) The temporary suspension of a major within a degree program that has other active majors is governed by a less formal process that is organized by the OFDA.

(5) Termination of a Degree or Certificate Program

(a) Units intending to terminate a degree program must work with the OFDA, as well as the institutional accreditation liaison or designee, to plan for the termination and an approved teach out plan to accommodate active students and faculty affected by the program termination.

1. The termination of degree programs is governed by the BOG Regulation 8.012 and must follow FSU Policy 3A-4 related to teach out requirements.
2. The Board of Trustees has authority for termination of degree programs at the undergraduate, graduate, and professional levels except for master's degree programs in nursing, which must be approved by the FBOG in accordance with Regulation 8.008. The BOT approval for a degree program termination must be granted prior to the start of the effective term.
3. With the assistance of the OFDA and the institutional accreditation liaison, the unit must complete the "Academic Degree Program Termination" form and the "Teach Out Plan Summary" form.
4. The OFDA must route the required forms for administrator approval and then place the item, along with required forms, on the meeting agenda for approval by the FSU Board of Trustees. Following approval from the FSU Board of Trustees, the degree program termination paperwork is submitted to the FBOG by the OFDA. Following a FBOG technical review, the degree program will be removed from the SUS Academic Degree Program Inventory and the FBOG will notify the institution.
5. Once approved for termination, the OFDA shall notify the sponsoring college and university administrators. The sponsoring college is responsible for updating the department or program website with notice of the termination and teach out status of the degree program.

(b) Units intending to terminate a college credit certificate program must work with the OFDA, as well as the institutional accreditation liaison or designee, to plan for the termination and an approved teach out plan to accommodate active students and faculty affected by the termination. The termination of certificate programs must follow FSU Policy 3A-1 as related to college credit certificates and FSU Policy 3A-4 related to teach out requirements.

(c) The termination of a major within a degree program that has other active majors is governed by a less formal process that is organized by the OFDA.

Authority: BOG Regulations 1.001(3) (j), (4) (a), 8.009, 8.011 and 8.012, BOG Regulation Procedure July 21, 2005, History: New 1-18-18, _____

REDLINE

FSU- 5.099: Development, ~~Approval~~, Temporary Suspension, and Termination, ~~and Suspension~~ of Degree and Certificate Programs

1) ~~(1)~~ — ~~The purpose of this Regulation is to outline~~ Board of Trustees of Florida State University establishes the following procedures governing ~~for new degree and certificate program development, as well as temporary suspension of new enrollments, and termination, at Florida State University. The core tenets that guide the process are:~~

a. ~~(a)~~ — Degree and certificate development, temporary suspension of new enrollments, and termination must comply with Florida Board of Governors Regulations (FBOG) 8.011 and 8.012.

b. The faculty creates, approves, and modifies all curricula, including degree and certificate programs.

c. ~~(b)~~ — The initiation of the university's formal processes related to new program development, temporary suspension, or termination requires authorization by the dean of the sponsoring college or designee to ensure fit with strategic goals and priorities of the college.

d. University administration determines ~~makes the final determination of whether funding and funding~~ institutional priorities support the approval of specific degree programs, given the resources needed to support those programs new program development in a manner consistent with the University's ~~status as a preeminent institution~~ mission and strategic goals.

~~(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.~~

2) ~~(a)~~ A degree program is defined as "an Definitions (FBOG Regulation 8.011)

a. Degree Program: "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 the assignment of a Classification of Instructional Programs (CIP) Code ~~code~~ by the National Center for Education Educational Statistics, or as demonstrated by the existence of similar degree programs at other colleges and universities."

~~b. (b) A major is defined as “an~~Program Major: “An organized curriculum offered as part or all of an existing or proposed degree program. A program major, or its equivalent, shall be reasonably associated with the degree program under which it is offered and shall share common core courses with anyall other majors within the same degree program.” Majors may be developed during. Core courses shall not include common prerequisites as defined in section 1007.25, Florida Statutes. Although the major and the degree process by describing the various majors within program names are identical in some cases, only 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 program shall be assigned a CIP code and included in the State University System Academic Degree Program) Proposal. Inventory as a stand-alone program.”

~~(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 Policy 3A-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.~~

~~Authority: BOG Regulation Procedure July 21, 2005, BOG Regulations 1.001(3) (j), 1.001(4) (a), and Florida Board of Governors Regulations 8.011 and 8.012. History: New 1-18-18~~

- c. College Credit Certificate Program: “An organized curriculum of college credit courses offered as a distinct area of study that leads to specific educational or occupational goals, and for which the university awards a certificate, diploma, or similar form of recognition upon completion.”
- 3) Development of New Degree and Certificate Programs:
 - a. New academic degree and certificate programs may not be implemented at an educational site that has not been approved in accordance with FBOG

Regulation 8.009 or recognized by the university's institutional accreditation agency.

b. The process for proposing and approving new degree programs requires three stages that must occur in the following sequential manner.

i. Annual List of Anticipated New Degree Programs: Per FBOG Regulation 8.011, the FSU Board of Trustees (BOT) must annually review and approve a list of new academic degree programs the university anticipates developing in the upcoming academic year. Only those programs included on the university's list may proceed with the FBOG approval processes during that given academic year. The Office of Faculty Development and Advancement (OFDA) shall maintain the list of the university's proposed new programs that have approval of the appropriate college dean or designee, the institutional accreditation liaison or designee, and the Provost. These approvals are required before OFDA presents the final list to the BOT for approval. Once approved by the BOT, the OFDA must submit the approved list to the FBOG for review by the Chancellor or designee.

ii. SUS CAVP-ACG Pre-proposal: Following placement of a proposed program on the FBOG Anticipated New Degree Programs list, further action requires development of a pre-proposal for submission to the State University System (SUS) Council of Academic Vice Presidents Academic Coordination Group (CAVP-ACG) for approval. The pre-proposal must be drafted by the academic unit, approved by the dean of the college or designee, and then reviewed and submitted to the CAVP-ACG by the OFDA. Any concerns raised by the CAVP-ACG must be addressed in the new degree Proposal to Implement.

iii. Proposal to Implement: Following approval by the CAVP-ACG, the Proposal to Implement may be initiated. The proposal must be developed by the academic unit using the FBOG new degree proposal format which addresses topics such as: consistency with institutional and state-level strategic plans, student and workforce demand, duplication of existing programs, curriculum, program faculty, and institutional resources. An external review is required for doctoral and professional degrees.

1. The Proposal to Implement must be reviewed and approved by all relevant department, school, and college curriculum committees and the dean of the sponsoring college or designee prior to submission to the OFDA.

2. After a technical review of the Proposal to Implement, the OFDA is responsible for routing it through the university approval process prior to placing it on the meeting agenda for the BOT to review and approve.

3. Following BOT approval of the Proposal to Implement, the OFDA sends BOT-approved degree programs to the FBOG.

BOT-approved bachelors, master's, and specialist degrees undergo a technical review followed by placement on the SUS Academic Degree Program Inventory. BOT-approved research doctorates and professional degrees require FBOG approval as an agenda item during one of its regular meetings prior to placement on the SUS Academic Degree Inventory.

4. Once approved by the FBOG, the OFDA shall notify the sponsoring college and institutional administrators.

c. The process for proposing new college credit certificate programs follows the institutional process outlined in FSU Policy 3A-1. Once approved by the all committees and offices noted in FSU Policy 3A-1, the OFDA shall notify the sponsoring college and institutional administrators.

4) Temporary Suspension of New Enrollments in a Degree or Certificate Program

a. Units considering the temporary suspension of new enrollments for an entire degree program (i.e., including all majors within) must consult with the OFDA, as well as the institutional accreditation liaison or designee, and complete the required form. The request must be reviewed and approved by the department chair and the dean of the college prior to review and approval by the institutional accreditation liaison or designee and university administrators.

i. BOG Regulation 8.012 limits temporary suspension of new enrollments in a degree program to a maximum of 9 semesters, including summer. Degree programs that are temporarily suspended remain active on the SUS Academic Degree Program Inventory, but no new students may be admitted.

ii. Once approved, the OFDA shall notify the sponsoring college and institutional administrators. The sponsoring college is responsible for updating the department or program website with notice of the temporary suspension of admissions.

b. Units considering the temporary suspension of new enrollments for a college credit certificate program must consult with the OFDA, as well as the institutional accreditation liaison or designee, for guidance with the institutional processes outlined in FSU Policy 3A-1. Temporary suspension of new enrollments in certificate programs is limited to a maximum of 6 semesters, including summer.

c. The temporary suspension of a major within a degree program that has other active majors is governed by a less formal process that is organized by the OFDA.

5) Termination of a Degree or Certificate Program

a. Units intending to terminate a degree program must work with the OFDA, as well as the institutional accreditation liaison or designee, to plan for the termination and an approved teach out plan to accommodate active students and faculty affected by the program termination.

- i. The termination of degree programs is governed by the BOG Regulation 8.012 and must follow FSU Policy 3A-4 related to teach out requirements.
- ii. The Board of Trustees has authority for termination of degree programs at the undergraduate, graduate, and professional levels except for master's degree programs in nursing, which must be approved by the FBOG in accordance with Regulation 8.008. The BOT approval for a degree program termination must be granted prior to the start of the effective term.
- iii. With the assistance of the OFDA and the institutional accreditation liaison, the unit must complete the "Academic Degree Program Termination" form and the "Teach Out Plan Summary" form.
- iv. The OFDA must route the required forms for administrator approval and then place the item, along with required forms, on the meeting agenda for approval by the FSU Board of Trustees. Following approval from the FSU Board of Trustees, the degree program termination paperwork is submitted to the FBOG by the OFDA. Following a FBOG technical review, the degree program will be removed from the SUS Academic Degree Program Inventory and the FBOG will notify the institution.
- v. Once approved for termination, the OFDA shall notify the sponsoring college and university administrators. The sponsoring college is responsible for updating the department or program website with notice of the termination and teach out status of the degree program.
- b. Units intending to terminate a college credit certificate program must work with the OFDA, as well as the institutional accreditation liaison or designee, to plan for the termination and an approved teach out plan to accommodate active students and faculty affected by the termination. The termination of certificate programs must follow FSU Policy 3A-1 as related to college credit certificates and FSU Policy 3A-4 related to teach out requirements.
- c. The termination of a major within a degree program that has other active majors is governed by a less formal process that is organized by the OFDA.