**Academic Degree Program Approval Process**

**Within institutional role/region**

1. **Commissioner’s staff:**
   - Works with institution, as needed, to clarify questions and issues.
   - Organizes peer institutions’ feedback.
   - Time: one month

2. **Chief Academic Officers of other USHE institutions:**
   - Provide peer-review of the proposal.

3. **Commissioner’s staff:**
   - Prepares Peer Review and Commissioner’s Office Report; conveys report to the institution’s Secretary of the Board of Trustees, President, and Chief Academic Officer.
   - Time: 3-9 months

4. **Institution’s Board of Trustees:**
   - Takes action on the proposal using criteria provided by the Utah Board of Higher Education. Board of Trustees may approve, defer, or not approve a proposal.

   If Board of Trustees approves, the institution:
   - Notifies Commissioner’s office of the Board of Trustees approval date and the proposal is placed on the Board of Higher Ed’s General Consent Calendar.

5. **Commissioner’s staff:**
   - Time: varies by institution from 2-12 months

**Outside institutional role/region**

1. **Commissioner’s staff:**
   - Works with institution, as needed, to clarify questions and issues.
   - Performs an in-depth workforce development, economic impact, and academic analysis to determine whether an out-of-role approval would serve the workforce needs of the state.
   - Organizes peer institutions’ feedback and consideration of whether partnership with existing programs would be preferable to an out-of-mission/out-of-region program.
   - Time: 1-2 days

2. **Chief Academic Officers of other USHE institutions:**
   - Provide peer-review of the proposal.

3. **Council of Presidents:**
   - Has the opportunity to review the program.

4. **Commissioner’s staff:**
   - Prepares the Peer Review Report and Commissioner’s Office Assessment and conveys it to the institution’s Secretary of the Board of Trustees, President, and Chief Academic Officer.
   - Time: 3-9 months

5. **Institution’s Board of Trustees:**
   - Takes action on the proposal based on materials provided by the Commissioner’s Office: it may vote to defer, disapprove the proposal, or forward the proposal to the Board of Higher Education.

6. **Board of Higher Education:**
   - Takes action on the proposal; the Board may approve, defer, or not approve a proposal.

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**Institution:**
1. Drafts new program proposal; 2. Submits new program through institutional review processes (i.e., curriculum committees); 3. Submits proposal to the Office of the Commissioner of Higher Education.

2. Commissioner’s staff reviews proposal to determine whether it falls within institutional role and mission.

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**Commissioner’s staff:**
1. Works with institution, as needed, to clarify questions and issues.
2. Organizes peer institutions’ feedback.

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**Chief Academic Officers of other USHE institutions:**
Provide peer-review of the proposal.

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**Board of Higher Education:**
Takes action on the proposal; the Board may approve, defer, or not approve a proposal.

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**Time:**
- Varies by institution from 2-12 months
- 1-2 days
- One month
- 3-9 months

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**UTAH SYSTEM OF HIGHER EDUCATION**