



Academic Degree Program Approval Process

Time: varies by institution from 2-12 months

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.



Time: 1-2 days

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



Within institutional role/region

Outside institutional role/region

Commissioner's staff 1) works with institution, as needed, to clarify questions and issues and 2) organizes peer institutions' feedback.

Commissioner's staff: 1) works with institution, as needed, to clarify questions and issues; 2) 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; and 3) organizes peer institutions' feedback and consideration of whether partnership with existing programs would be preferable to an out-of-mission/out-of-region program.



Chief Academic Officers of other USHE institutions provide peer-review of the proposal.

Chief Academic Officers of other USHE institutions provide peer-review of the proposal. Council of Presidents has the opportunity to review the program.



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.

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.



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.

The 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.



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.

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

Time: one month

Time 3-9 months