



## USF System – New Academic Program Authorization Process

### Overview

The authorization of new degree programs at the University of South Florida (USF) is governed by the Florida Board of Governor's (BOG) [Regulation 8.011](#) and [USF Policy 10-036](#). As detailed in these documents, the USF Board of Trustees (USF BOT) has the responsibility and authority to approve for implementation new degree programs at the bachelor's, master's, specialist and doctoral levels. New professional and research doctoral degree programs also require submission to the Board of Governors for authorization. Establishing a new academic degree program is a two-phase process administered by the USF institutional designated office and the USF System Office of Institutional Effectiveness, Academic Planning and Review (OIE):

**Phase I - Development of a Pre-Proposal** and subsequent approval for the USF System Workplan

**Phase II – Development of a Proposal** with subsequent approval and placement on the SUS Degree Inventory and corresponding University catalog.

### Phase II – New Program Proposal

The second phase is the development of a New Program Proposal with final submission to the USF Board of Trustees and, in the case of doctoral programs, the Florida Board of Governors.

#### Stage 1: Development

New Program Proposals may only be developed if the pre-proposal was approved and the Program is listed on the USF System Workplan. New Program Proposals are initiated and developed by a faculty sponsor. The development process includes the following steps.

1. **Submission Deadlines** - It is the responsibility of the Faculty Sponsor to keep abreast of the submission deadlines to the various USF System meetings (e.g. Faculty Council Meetings, Institution UGS/OGS, APPCC, ACE/BOT, etc.) as the New Program Proposal moves through the process.
2. **Institution Consultation/New Program Proposal**  
Departments/Colleges interested in developing a new degree program must first consult with the USF Institution's Office of Undergraduate Studies or Graduate Studies before developing the New Program Proposal packet.

#### **Institution Contacts:**

USF and USF Health

Undergraduate	Cynthia Brown Hernandez	<a href="mailto:cynthiab@usf.edu">cynthiab@usf.edu</a>
Graduate	Carol Hines-Cobb	<a href="mailto:cdh@usf.edu">cdh@usf.edu</a>

USFSP

Undergraduate	Linda Crossman	<a href="mailto:crossman@usf.edu">crossman@usf.edu</a>
Graduate	Donna Knudsen	<a href="mailto:dknudsen@usf.edu">dknudsen@usf.edu</a>

USFSM

Undergraduate Graduate

3. **A Complete New Program Proposal Packet requires: (LINK THESE):**

a. **Catalog Information Form/Faculty Council Signature Form**

- i. Submission to Institution UGS/OGS in Word Document with signature page sent in PDF

b. **New Program Proposal**

- i. Required BOG Template (Word Document)
- ii. Submission to Institution UGS/OGS in Word and PDF (which includes signed signature pages from the Library and DEO)

c. **Appendix A Tables**

- i. Required BOG Template (Excel Document)
- ii. Submission to Institution UGS/OGS in PDF

d. **Appendices**

- i. Submission to Institution UGS/OGS as a single PDF including the following:
  1. Letter of Support from College Dean, confirming financial resources
  2. Letter(s) of Support from other SUS Institutions (e.g. FAMU, FIU, etc.)

**Requests for Letters of Support from SUS Institutions**

Faculty review the SUS Letter requirements and determine if a letter is needed.

- e. **Information for Letter Requirement**—(Separate Page) – Link to BOG Policy / CIP Manual / Specific instructions for timing and process....In accordance with

BOG policy, if a program duplicates another degree program at a state university in Florida which has a substantially similar curriculum, evidence shall be provided that the University has investigated the potential impact on that program, has discussed opportunities for collaboration with the affected university, and can substantiate a need for duplication. Letters of support may be required from the provosts of SUS institutions with programs that share a (TWO?) four-digit CIP Code or are 60% similar in core courses. A letter template is available from OIE. It is the faculty proposer's responsibility to develop the letters using the template and to submit them to OIE for approval and mailing. **It is very important that ample time be allowed for approval and mailing of the letters from USF and receiving replies from the other institutions prior to the Council agenda deadlines – the letters are required as part of the complete proposal packet.**

f. **Letter Template**

- a.
2. Letter(s) of Support from other areas, as needed

3. Consultant's **Report - only for doctorates - LINK TO INFORMATION:**

Example consultant reports are available on the OIE website.

Example Table of Contents from External Consultant Report  
QUESTION – SHOULD THIS BE PART OF WORKPLAN PROPOSAL?

At a minimum the following topics should be addressed:

- ii. Need and Demand for the Program
  1. Need for USF to have the program
  2. Community/Societal need
  3. Need for the program within the academic discipline
  4. Workforce demand for the program
- iii. Quality of the Program
  1. Program structure
  2. Curriculum
3. Anticipated changes in the discipline
  - iv. Qualifications of Faculty
    1. Existing faculty expertise
    2. Additional faculty expertise needed
    3. Anticipated needs for future development of program
  - v. Summary and Recommendations

g. **BOG Checklist**

- i. Faculty must complete the **BOG Checklist** to ensure that the New Program

Proposal meets all of the requirements and is complete and addresses the questions asked in each section.

4. **Verify Completion of all requirements** – Faculty must verify that the New Program Proposal Packet has met all of the USF and BOG requirements.
5. **Department/College Review and Approval**  
Faculty route the New Program Proposal Packet through the internal College Curriculum Review process and obtain approvals from appropriate departmental committees and individuals, e.g., chairs, deans, curriculum committees.
6. **Submit to Institution UGS/OGS**  
Submit the complete New Program Proposal Packet to the Institution UGS/OGS office.

## **Stage 2: Institution Faculty Review**

- a. **Institution Undergraduate/Graduate Studies Review**  
Institution UGS/OGS will review the New Program Proposal Packet once received and prepare for the appropriate faculty council review. UGS/OGS will work with the Faculty Sponsor on any needed revisions and will confirm when the New Program Proposal is moving forward to UGC/GC.
- g. **Faculty Council Review**  
Institution Faculty Council (e.g. Undergraduate/Graduate Council) will review the New Program Proposal.
- h. **System Notification/Concurrence**  
UGS/OGS will post the New Program Proposal to the website and send notification to the USF System Curriculum Liaisons with a 14-day response deadline to confirm concurrence. For USFSP and USFSM, the New Program Proposal is sent to USF (Tampa) UGS/OGS for posting and dissemination. New Program Proposals that have concurrency concerns will be forwarded to the appropriate parties by UGS/OGS for resolution. Programs that are offered at other USF Institutions with the same CIP-code must submit a MOU with the New Program Proposal.
- i. **USF UGS/OGS Submits to OIE**  
Following the concurrence window, if there are no issues of concurrence, USF UGS/OGS will submit the approved New Program Proposal to OIE – a PDF of the entire packet, as well as the Word Document of the New Program Proposal and the Excel Document of the Tables.

## **Stage 3: USF System Review**

1. **OIE /APPCC Review**– Complete New Program Proposals will be reviewed by OIE and APPCC for submission to ACEAC.
  - a. **Proposals with “No Comments”** are moved forward to ACEAC
  - b. **Proposals with “Comments”** are remanded by OIE back to USF UGS/OGS for consultation and resolution with the Faculty Proposer.
2. **ACEAC Review** – Complete New Program Proposals from all USF System Institutions will be reviewed by the Academics and Campus Environment Advisory Council (ACEAC).
  - a. **Proposals with “No Comments”** are moved forward to ACE

- b. Proposals with “Comments” are remanded by OIE back to USF UGS/OGS for consultation and resolution with the Faculty Proposer of any changes requested by ACEAC. USF UGS/OGS communicates with Faculty Proposer to address the needed changes. If significant changes are recommended, the Proposal may be required to be sent back for review by USF UGC/GC and subsequent resubmission to OIE for possible second review by ACEAC. New Program Proposals approved by ACEAC are then included on the agenda for review by the ACE workgroup (March and September meetings only).
3. **ACE Workgroup/BOT Review** –the ACE workgroup reviews the New Program Proposal, and if approved, moves it forward for the next USF Board of Trustees agenda. The College Dean (or designee) must present the New Program Programs to the full Board.
4. **OIE Submits to BOG** - Once approved by the BOT, OIE secures final signatures on the New Program Proposal for transmittal as a Word Document to the Florida Board of Governors (BOG).
5. **BOG Review/Approval**  
The BOG staff reviews for consideration to include on the SUS Inventory. For Doctoral Programs, the New Program Proposal will be reviewed at a BOG meeting (typically November/June) for final approval.
6. **BOG Update of SUS Inventory and Program Approval Notification**  
Following final BOG Approval, approved programs are added to the SUS Degree Inventory by the BOG and a Letter of Approval is sent to USF.
7. **USF UGS/OGS Notification**  
Provost/OIE forwards the BOG Approval letter to USF UGS/OGS.
8. **USF UGS/OGS notifies Institution Contacts**  
USF UGS/OGS notifies the appropriate Institution Contacts, USF Registrar and USF Admissions to create the curriculum codes in Banner and update the VZ Application.
9. **Catalog Updated/Admissions Opened**  
The Institution Catalog is updated for the next edition and Admissions is opened for application. Programs may begin admitting students as of the effective date.
10. **Final Step**  
Faculty Sponsor submits an assessment plan to OIE at the appropriate USF Institution and OIE schedules the Program Review.