New Academic Programs: Degrees and Majors
General Guidelines and Formal Review Processes

(Submitted for Spring 2016 Review and Adoption)

An academic program organizes courses and related activities for the achievement of specific learning outcomes. Academic programs are of several levels (such as undergraduate, graduate and professional) and types (including degrees, majors, minors, certificates, non-degree, etc.).

This document presents guidelines for the development, submission, and review of new academic degrees and majors, degree and major modifications, and degree program and major terminations at Butler University.

**Degree program:** An academic program of study leading to a bachelor’s, master’s, Ph.D. or professional degree. All bachelor’s degree programs require at least 120 earned credit hours, with specific requirements referenced in the official bulletin of Butler University.

**Major:** A comprehensive course of study in a given discipline or area of study at the undergraduate level. A minimum of 30 credit hours must be earned in the major.

NEW ACADEMIC DEGREES and MAJORS: PROPOSAL PREPARATION AND DEVELOPMENT

Ideas for new degree programs and majors come from many sources. Faculty members are encouraged to work with their departments and colleges in identifying these opportunities. The elements below will assist departments in assessing a degree program or new major’s viability and in developing information required in the formal program proposal:

- Are the goals and student learning outcomes clear?
- Is the program consistent with the mission and strategic plan of the University?
- Is the program consistent with the strengths and core competencies of the department?
- Can the department offer this program with existing resources while maintaining its current curricular responsibilities?
- Does the program involve other departments, or colleges that support this new initiative?
- Is the program free from duplication or competition with a current or planned program within the University?
- Does the program have characteristics that are distinctive from similar programs offered by competitor institutions?
- What is a reasonable timeline for submission, review, and preferred implementation of the program, based on consideration of review processes and consultations with other units such as enrollment management, marketing, and the program operations team?

The following will affect ease and timing of review, systems integration, administrative support, and program implementation.

- A new degree or new disciplinary field requires review and approval by the Higher Learning Commission prior to final approval, advertising, and implementation.
• Design must be compatible with existing administrative/student systems:
  ➢ Start and stop dates of classes must fit within the existing academic calendar structure (16 week terms in the academic year; 14 week Summer Session). Parts of term, such as 8 week courses within a 16 week term or 7-week courses within the Summer Session, are workable. Refund and Drop/Add dates are derived from established term/parts of term.
  ➢ Billing dates and payment are derived from established term/parts of term.
  ➢ Students are admitted to the program through regular channels.

• Both in early stages of development, and as the proposal is prepared for submission through administrative review and faculty governance, consultations should be underway to identify marketability, enrollment capacity, resource needs and impacts, and actual implementation. Conversations with colleagues in Enrollment Management, Butler Libraries, the Program Operations Team, Marketing and Communications, and Budgeting are expected to inform the formal proposal at submission.

NEW ACADEMIC DEGREE OR MAJOR PROPOSAL
A new academic program submission form should be completed by the department developing the proposal; the proposal itself (elements described below) and other supporting documentation should be attached. Formal review at Butler University proceeds in several stages:

• **Provost’s Advisory Council (PAC)** for basic curricular review, opportunities for cross-college collaborations, viability and sustainability, resource/budget impact, program redundancy

• **University Curriculum Committee/Faculty Senate** for detailed curricular review and approval

• **Faculty Publication/Response Period (15 days after Registrar announcement)**

• **Provost/VPAA** for final Academic Affairs review

• **Board of Trustees** review, and approval

• **External body review and approvals, if applicable:** Department of Education; Higher Learning Commission/NCA.

**NOTE:** For new degree programs, the full process—proposal development through review at all levels to actual implementation—may take from 18 – 24 months.
Required Proposal Elements for New Academic Programs: Degrees and Majors

1. General information
   a) New Academic Program Submission Form (link)
   b) Executive summary: A brief overview of the program, highlighting reasons for the program, program goals, and description of resource requirements (2 pg. max.)

2. Curricular Review Documents (PAC review; UCC/FS review)
   a) Program Description consisting of the following elements:
      • Goals of the proposed program.
      • Rationale for instituting this program.
      • How program advances the mission and strategic goals of university and college or school.
      • Curricular and other requirements students must meet.
      • List of courses to be offered in the program, indicating which currently exist and those which must be added to curriculum.
      • Educational goals and student learning outcomes.
      • How the new program incorporates aspects of Butler distinctive learning emphases (experiential learning, community engagement, internship opportunities, and undergraduate research).
      • Constituency served/intended student market.
      • Time line and scheduling for the new program initiation.
      • Impact on existing curriculum, accreditation.
      • List of current faculty who will be teaching in this new program.
      • Describe the additional resources, if any, that are needed to offer this new degree program.
      • Special needs associated with development or delivery of program.
      • Indicate if off campus site(s), hybrid, or online pedagogies will be used to teach associated program courses.
      • Indicate courses external to department offering the program.

      Programs utilizing courses offered by other departments or colleges will include in the proposal a letter(s) from the department chair(s) or college dean(s) that support inclusion of their course(s) for the new program and identify resource implications

   b) Assessment Plan
   All new academic program proposals will include an assessment plan.
   Assistance in developing student learning outcomes and outcome assessment can be obtained by contacting an associate dean of the respective college or the associate provost for assessment and accreditation.

   Expected elements of an assessment plan include:
   • Student learning outcomes.
   • Direct and indirect methods of measurement of student outcomes.
   • Performance indicators and/or thresholds.
   • Process by which regular measurement will be conducted, analyzed and shared within the department.
   • Description of how assessment information will be used to make program changes.
3. Academic Administrative Review Documents (PAC)

a) If no University new resources nor additional space nor instructional supports are required to offer the proposed academic program, the following are required in lieu of the more detailed analysis described in part b) below:

- A statement that no new resources are needed.
- Enrollment projections for the initial five years must be included.
- Impact on other programs and courses external to the department involved in the academic program.

b) New degree programs and majors requiring new resources, reallocation of resources, or additional space will include in written detail for all sections listed below:

1) Market Demand and Enrollment Analysis
   The unit creating a new certificate program will develop a baseline market demand and enrollment impact analysis. Cover the following basic market-related information:
   - Describe the target market of students intended to be serviced by the new program (age, qualifications, career goals, disciplines, etc.)
   - List and explain the various external and internal factors that suggest adequate demand for this program.
   - Address competitive programs that seek to serve the same target market of students and what their enrollment performance has been.
   - Suggest how the proposed program is distinctive from competing programs (e.g., quality, geography, financial aid, etc.).
   - Address how the new program will affect enrollment in existing programs and offering of current courses, if applicable. Where programs in other colleges are impacted, statements of support from the respective dean will be included.
   - Document the extent of student demand for the proposed program. Include data collected.

2) Business Analysis
   A business analysis summary will be submitted which addresses all areas of resource impact listed below that are pertinent to the proposed program:

   - Faculty hiring and start-up costs
   - Other administrative resources (special admission or registrar procedures), etc.
   - Additional space requirements and renovation cost
   - Academic technology needs
   - Library resources
   - Courses external to department offering the program.

   Programs utilizing courses offered by other departments or colleges must include a letter(s) from the department chair(s) or college dean(s) that support inclusion of their course(s) for the new program and identify resource implications
   - Advertising and promotional material

NOTE: A Budget may need to be developed (at the discretion of the sponsoring dean and provost) once the proposal receives administrative and curricular approvals and before final University review. (See Appendix A)
4. **Academic Program Review**

New degree and major programs will be reviewed periodically to ensure continued educational and financial viability. If problems in educational or financial viability arise, the dean and provost may recommend discontinuance of the program for review and decision by the Board of Trustees, as provided for in the Faculty Handbook (20.40.E.1).
Appendix A. Budget

- The Budget should include the following:
  - Projected revenues by major revenue source
  - Projected expenses by account type
  - Detailed assumptions and/or support used in developing the Projected Revenues and Expenses

  See template attached.

- The executive director of financial planning and/or his designee should be consulted in constructing the Budget once the proposal has received administrative review by the Provost’s Advisory Council and has received curricular approval by Faculty Senate. The Budget should be submitted electronically to the executive director for initial review and feedback.

- Once approved by the executive director, the Budget will be forwarded to the vice president for academic affairs and the vice president for administrative affairs for discussion as deemed desirable by either party.
## BUTLER UNIVERSITY

[ Insert Program Name ]

### PRO-FORMA FINANCIAL STATEMENT

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APPENDIX B: Department of Education Program Requirements for Federal aid

To be Federal aid eligible, academic programs must meet several Federal requirements.

**Undergraduate**
- 30 weeks or greater in length
- Culminate in degree or certificate that leads to gainful employment in a recognized occupation (including identification of said occupation in the US Standard Occupational Classification (SOC) using US Classification of Instructional Program (CIP code))
- Include ‘regular and substantive interaction between student and instructor’
- Butler University must be accredited for that level of degree
- If certificate program, must be added to Butler’s Program Participation Agreement (PPA) with the US Department of Education and approved to receive federal aid.

**Graduate**
- 10 weeks or greater in length, 8 credit hours or greater
- Culminate in degree or certificate that leads to gainful employment in a recognized occupation (including identification of said occupation in the US Standard Occupational Classification (SOC) using US Classification of Instructional Program (CIP code))
- Include ‘regular and substantive interaction between student and instructor’
- Butler University must be accredited for that level of degree
- If certificate program, must be added to Butler’s Program Participation Agreement (PPA) with the US Department of Education and approved to receive federal aid.

Per Federal regulation, classes for any program may meet outside of the term dates as long as:
1. no other term is occurring and
2. it is within two weeks of the official term dates.

Classes that do not meet this criteria create a non-term program with drastically different and cumbersome aid awarding and disbursement rules. At this time, Butler is not prepared and structured to support non-term programs.
## Appendix C: New Academic Programs: Degrees and Majors

### Program Operations Team Guide to Process

<table>
<thead>
<tr>
<th>Academic</th>
<th>Proposal Development and Preparation</th>
<th>College Review and Approval</th>
<th>University Reviews &amp; Other Approvals</th>
<th>Implementation</th>
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<tr>
<td>Faculty/College identifies and explores new academic degree program or major opportunity, exploring questions and elements needed, especially, curricular and assessment matters.</td>
<td>1) Submit Proposal 2) Proposal review by a) College curriculum committee b) Dean 3) If approved, submitted for University review with all required elements</td>
<td>Multiple-Step University Review: 1) PAC—Admin Review 2) UCC, Faculty Senate, Faculty -- for curricular review 5) Provost &amp; VP Administration &amp; Finance—Business Plan 7) Provost informs Pres. Council and seeks approval from Board of Trustees; Approval 8) Submission to HLC</td>
<td>Prepare for instruction of new program</td>
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<td>Program Viability</td>
<td>Consult with the following departments anticipating required administrative review elements for formal proposal. • Enrollment Management • Financial Planning &amp; Budgeting • Marketing</td>
<td>Full Business Plan—develop with assistance of Executive Director of Finance/Budget after proposal moves to curricular review. Submit before final Provost review. See Appendix A: Business Plan</td>
<td>Develop information for submission to DOE to qualify for Federal Aid with assistance of Student Financial Aid Office. See Appendix B: Department of Education Federal Reporting Requirements Guide</td>
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<td>Operational</td>
<td>Consult with New Program Operations Team members for preliminary discussion of issues: • Admission • CAT • Financial Aid • IT • Registration &amp; Records • Student Accounts</td>
<td>Continue to consult with New Program Operations Team. Tentative program scheduling e.g. portfolios for ops depts</td>
<td>Continue to consult with New Academic Program Operations Team</td>
<td>Full operations plan developed with New Program Operations Team Identify program coordinator Identify tasks</td>
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