507. **Academic Program Planning**

I. **Policy Statements**

A. The President of each institution shall have the primary responsibility for developing and implementing the academic program planning process for his/her campus.

B. A three-year academic program planning document will be presented annually to the Board for its review.

C. Guidelines for the submission and review of the Academic Program Planning document are developed and administered by the System’s Office of Academic Affairs.

II. **Planning Process Guidelines**

A. Each institution shall submit annually a three-year academic program planning document to the Chancellor.

B. The Vice Chancellor will review the institutions’ individual planning documents and compile them into a System Academic Program Planning document.

C. Upon the Chancellor’s recommendation, the System Academic Program Planning document will be presented to the Board.

D. The planning document shall include the following sections:

1. New programs being planned
   a) Projected year to be submitted
   b) Six-digit CIP Code
   c) Degree
   d) Title
   e) Description
   f) Role Change?
   g) UAS Category
   h) Status of intended new program:
      i) A = Proposal has been approved by ACHE and is awaiting review and final approval by the Board of Trustees.
B = Proposal is at ACHE and is awaiting review and approval.

C = Proposal has completed campus and System reviews and is ready for consideration by the Board of Trustees and ACHE.

D = Proposal is expected to be completed by the campus and submitted for System review within the next 12 months.

E = Proposal is under development, but is not likely to complete campus review in the next 12 months.

F = Program NISP has been sent to ACHE.

G = Program NISP has been sent to the Board of Trustees.

H = Program is still in the early planning stages. It has not been reviewed by the campus and appearance on the list is merely an indication that the possibility of a program is being considered.

NOTE: Proposals for name changes (i.e. Ed.D. to Ph.D.). These shall require a proposal and Board action, but they are not equivalent to development of a degree in a new area or at an entirely new level.

2. Other planning initiatives of the institution, such as those listed below:

a) Academic structure changes
b) New academic structures, such as colleges, departments, units, etc.
c) Major outreach initiatives
d) Major admission changes
e) Major changes that will affect educational programs, faculty, and/or the student body

(Adopted December 5, 1997; amended May 7, 1999; November 14, 2008.)