

New Degree and Certificate Proposal Process Overview

Recommended Timeline:

A Notice of Intent or Request for Authorization for a new degree or certificate will be reviewed by the Academic and Student Affairs Committee of the Board of Trustees during the November and May meetings. They will provide a recommendation to the full board.

To meet these key meeting deadlines, the following timeline is required:

Spring semester: Prepare the NOI or RFA following the guidelines provided in the paragraphs below.

August 15: Share the proposal with Academic Affairs for review.

November: Proposals for a new degree or certificate will be reviewed by the Academic and Student Affairs Committee of the Board of Trustees. They will provide a recommendation to the full board.

Fall semester: Prepare the NOI or RFA following the guidelines provided in the paragraphs below.

December 15: Share the proposal with Academic Affairs for review.

May: Academic Affairs will provide documentation required for approved new degree programs and certificates for consideration by the Academic and Student Affairs Committee of the Board of Trustees in May. They will provide a recommendation to the full board.

1) Prepare a Notice of Intent for the Board of Trustees Academic and Student Affairs Committee

What's in a Notice of Intent (NOI)? The NOI will provide the Board notice that you are exploring a new certificate or degree offering. Basic information to be included are anticipated learning outcomes, student and post-graduation demand for the program, basic information of expected expenditures, and how it aligns with UW's mission.

From UW Regulation 2-119

- **Notice of Intent.** A Notice of Intent is a preliminary, conceptual proposal requesting authorization to plan a new Academic Program. The NOI should normally be no longer than three (3) pages in length and shall include the following information:
 1. The name of the proposed Academic Program and the mode of delivery;
 2. A description of the new Academic Program that includes an outline of the anticipated curriculum and learning outcomes;
 3. Information about content and how the Academic Program may relate to other offerings;
 4. A plan for obtaining a market analysis of anticipated student demand and enrollment, and a plan for evaluation and analysis of post-graduation employment market demand
 5. A preliminary budget, including potential funding sources, projected expenses and revenues, and potential faculty, academic professionals, lecturers, professors of practice, and staff;

6. Proposed timeline for staged implementation over five years, including campus and Board review;
 7. Information on other required approvals, such as accreditation bodies and the Higher Learning Commission;
 8. Evidence of how the new Academic Program aligns with the University's mission, strategic plan, and existing academic degree program array; and
 9. A rationale that clearly defines the need for the new Academic Program. The rationale should include evidence that the Academic Program will not produce unnecessary duplication of existing programs.
- Additional requirements/information:
 1. Materials for the NOI should be submitted for review to the Provost's Office at least three weeks prior to the Board's meeting. The Provost and President must review all materials prior to submission.
 2. The Academic and Student Affairs Committee of the Board is the designated committee for this step of review. They will provide a recommendation to the full board.
 3. If the new degree/certificate requires any new courses, involve the Faculty Senate Curriculum Review Committee for curriculum review.
 4. The new degree proposal must contain the department head and dean's approval. If the new degree or certificate utilizes courses outside of the department, support must be obtained from those department heads and deans. [Please use the signature sheet provided here](#).
 5. Once the NOI is approved, provide the proposal to the Faculty Senate as a courtesy that you are moving forward with the Request for Authorization.

2) Prepare **Feasibility Study** and **Pro Forma Budget**

- Once completed, share the feasibility study and pro forma budget with Academic Affairs for review by the Vice Provost for Undergraduate Education, Vice Provost of Graduate Education, Vice Provost for Personnel, and Executive Director of Budget and Finance.
- For a proposed new certificate, please complete the [Title IV \(Federal Student Aid\) Program Eligibility Determination Form](#). (Form issues? Email steveb@uwyo.edu)

3) Prepare a Request for Authorization

From UW Regulation 2-119

Request for Authorization: Around 10 pages: "After review and approval of the Notice of Intent, and upon completion of a full feasibility study and campus review, the President shall submit a Request for Authorization to implement the Academic Program, including the purpose and need for the proposed Academic Program; the proposed curriculum; a plan to assess the Academic Program; anticipated enrollment, existing or new resources required to deliver the Academic Program, and timeline for implementation; a plan for accreditation, if applicable; the benefits of the Academic Program to the University; the ability of the University to carry out the Academic Program; and the likely value to, and impact on, students and the residents of Wyoming.

- The Request for Authorization shall include a detailed budget for the next four (4) years, including funding sources, projected expenses and revenues, and faculty, academic professionals, lecturers, professors of practice, and staff.

- The Board of Trustees may review and consider taking appropriate action. Until Board of Trustees approval of the Request for Authorization, there shall be no further action on the Academic Program.”

Additional information/requirements:

1. Request for Authorizations will only be accepted for the May meeting of the Board of Trustees.
2. Materials for the RFA should be submitted for review to the Provost’s Office at least three weeks prior to the Board’s meeting. The Provost and President must review all materials prior to submission.
3. The Academic and Student Affairs Committee is the designated committee for approval and will make a recommendation to the full Board.
4. Finally, the RFA must contain the department head and dean’s approval. Please use this signature sheet that will accompany the RFA proposal (*[include signature sheet](#)).

4) Campus Review

- The campus review process includes sharing the study with:
 - Faculty Senate (Academic Planning Committee for undergraduate programs, Graduate Council for Graduate Programs),
 - ASUW and Staff Senate,
 - Deans, and
 - Executive Council (President’s Cabinet)
- Faculty Senate should be given at least 90 days to review the proposal and should provide feedback. Simultaneously, Staff Senate and ASUW should be given at least 30 days to review the proposal and may provide feedback.
- Please recognize that Faculty Senate’s review is substantive. They may iterate with you and ask for revision and resubmittal of your feasibility study. They will accept up to three revisions before deferring their decision to the next academic year.
- After Faculty Senate, Staff Senate, and ASUW have reviewed and provided feedback, Deans and Directors Council and Executive Council should be given the opportunity to review and provide feedback.

5. Letter of Commitment from Provost

- **Letter of Commitment:** Upon successful completion of the campus review process, secure a Letter of Commitment from the Provost’s Office, affirming the following:
 - The Academic Program has been designed to meet the University’s standards of quality and will make a meaningful contribution to the University’s mission, strategic plan, overall academic plan, and academic degree program array;
 - The University community, including but not limited to Executive Team, Deans and Directors, Faculty Senate, Staff Senate, and ASUW, have been provided the opportunity to review and present feedback;
 - The necessary financial and human resources are in place and/or have been committed to implementing and sustaining the Academic Program; and
 - Program evaluations are in place.

7.) If all reviews are successful and proposal is approved:

- For new Programs/Certifications work with HLC Accreditation Liaison Officer, Vice Provost Steven Barrett (steveb@uwyo.edu), to submit [HLC Certificate Program Screening form](#)
- For existing program/certificate changes work with HLC Accreditation Liaison Officer, Vice Provost Steven Barrett (steveb@uwyo.edu), to submit [HLC Screening Form for Changes to Existing Programs](#)
- Send to Curriculum Committee – New [CARF's through Curriculog](#) for new coursework
- Send to Office of the Registrar – [Add to Acalog Catalog](#)
- Send to Admissions - to add to the "Pick List" for majors and programs