

PROGRAMS GUIDELINES, POLICIES AND PROCEDURES



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Purpose

The purpose of this manual is to collate and make more accessible the policies, guidelines, and practices that guide the work and decisions of the Programs Committee and to assist faculty, departments, and colleges, in the process of proposing new programs and revisions to programs.

The Programs Committee (PC) is a standing committee of the University Curriculum Council (UCC), as established by the Ohio University Faculty Senate. “The Program Committee is concerned with addition, and first follow-up of new programs, as well as deletion, relocation, and changes in existing academic programs, degrees, master curriculum file prefixes, and major codes,” ([Faculty Handbook](#) VII.B.7.).

PC recommends approval to UCC all new and revised academic programs (certificates, minors, and undergraduate and graduate degrees) that are documented on Ohio University’s official transcripts.

Per UCC resolution,

- Any university credential bearing the term DEGREE, MAJOR, MINOR, or CERTIFICATE must follow program requirement policies outlined in this manual.

- Use of the term DEGREE, MAJOR, MINOR, or CERTIFICATE for university or university-sponsored training or credentialing that do not meet UCC program requirements is strictly prohibited.
- University or university-sponsored training or credentialing that do not meet program requirements may choose to use alternative terms such as training, badge, or micro-credential.
- Use of third-party certifications as a component of academic, co-curricular, extra-curricular, or professional development learning and training are permitted.

Ohio University Review Levels (in order)

1. Department/School Curriculum Committee (optional)
2. Department Chair/School Director
3. College Curriculum Committee
4. College Dean
5. Programs Committee (in consultation with [Graduate Council](#) via Bridge Committee for graduate programs)
6. University Curriculum Committee
7. Executive Vice President and Provost
8. President
9. Board of Trustees

Review Levels Beyond Ohio University

1. Ohio Department of Higher Education (ODHE)
 - [Academic Program Approval](#)
 - [Educator licensure and endorsement programs](#)
 - [Chancellor’s Council on Graduate Studies](#) (CCGS)
2. [Higher Learning Commission](#) (HLC)

Roles and Responsibilities of the Departments, Schools, Colleges, and the UCC Programs Committee

The curricular process for new programs and program revisions seeks to assure that programs will be sustainable, will serve the mission of Ohio University, will provide high quality educational opportunities, and will avoid conflicts with university or external requirements or processes that will prevent the program from meeting its goals. The process requires departmental, college, and UCC approval because each phase of the process brings different kinds of expertise and knowledge to bear. In practice, the department or

In practice, the department or school is exclusively responsible for all disciplinary aspects of the program and departmental or school resources; the college is responsible for discussing college needs, resources, policies, and overlaps; and UCC is charged with negotiating the needs and prerogatives of other programs, ensuring that the program itself is consistent with university policies, and verifying that the program is in accordance with state requirements.

school is exclusively responsible for all disciplinary aspects of the program and departmental or school resources; the college is responsible for discussing college needs, resources, policies, and overlaps; and UCC is charged with negotiating the needs and prerogatives of other programs, ensuring that the program itself is consistent with university policies, and verifying that the program is in accordance with state requirements. Because the university depends on this curricular process to serve all its students and to protect the quality and brand of the institution, each committee in the program approval process should briefly document that it has reviewed the aspects of the program that it is responsible for.

The department or school is primarily responsible for ensuring that:

- the program content and structure are appropriate and represent high quality and current approaches within the field or discipline.
- the program serves the needs of students likely to enroll at the university.
- resources within the department/school are or will be sufficient to offer the program or, if the program is significantly interdisciplinary, that the contributing units have sufficient resources to sustain it
- any necessary academic support resources, including technology and library support, are available and adequate to the program.
- any applicable accreditation requirements for department or program-level accreditation are met.
- the program is sufficiently differentiated from others currently offered at Ohio University.
- other departments/schools that potentially overlap with this program in their course offerings and disciplinary subfields have been consulted and that their concerns have been addressed (with the understanding that departments may not be aware of all overlaps).
- any other units offering courses which are required or available as electives within the program have been consulted and that their concerns have been addressed.
- the accessibility of the program to transfer students and, for Athens programs, students relocating from regional campuses has been considered.
- resemblance to or overlap with programs at other Ohio public institutions is justified.
- any applicable state and university requirements are met.
- program admissions and graduation requirements are clear and practicable.
- requirements and course sequence, including requisites, are coherent, practicable, and unlikely to delay graduation.
- the Registrar's office has been consulted about DARS coding issues.
- the proposal information is complete and clearly presented, and that the outcomes are present and measurable.

The college committee is responsible for confirming that:

- the program fills a need within the college (assuming that the program is primarily offered within one college).

- college resources are or will be sufficient to offer the program (or that documentation of resources outside the college for interdisciplinary programs is present).
- any applicable accreditation requirements for college-level accreditation are met.
- the program is sufficiently differentiated from others currently offered at Ohio University.
- other departments/schools that potentially overlap with this program in their course offerings and disciplinary subfields have been consulted and that their concerns have been addressed (with the understanding that colleges may not be aware of all overlaps).
- any other units offering courses which are required or available as electives within the program have been consulted and that their concerns have been addressed.
- the accessibility of the program to transfer students has been considered.
- resemblance to or overlap with programs at other Ohio public institutions is justified.
- any applicable state and university requirements are met.
- program admissions and graduation requirements are clear and practicable.
- program requirements and course sequence, including prerequisites, are coherent, practicable, and unlikely to delay graduation.
- the proposal information is complete and clearly presented, and that the outcomes are present and measurable.

PC and UCC are responsible for confirming that:

- appropriate documentation of college-level discussion is present, including the date of the college meeting.
- the program is sufficiently differentiated from others currently offered at Ohio University.
- other departments/schools that potentially overlap with this program in their course offerings and disciplinary subfields have been consulted and that their concerns have been addressed.
- any other units offering courses which are required or available as electives within the program have been consulted and that their concerns have been addressed.
- the accessibility of the program to transfer students has been considered.
- resemblance to or overlap with programs at other Ohio public institutions is justified.
- any applicable state and university requirements are met.
- program admissions and graduation requirements are clear and practicable.
- program requirements and course sequence, including prerequisites, are coherent, practicable, and unlikely to delay graduation.
- the Registrar's office has been consulted about DARS coding issues.
- the proposal information is complete and clearly presented, and that the outcomes are present and measurable.
- all required courses are approved or have reached at least the college level of review.

Program Requirements

University Requirements for Undergraduate Programs

Degree Programs

University requirements for all undergraduate degree programs are outlined in the [Undergraduate Catalog](#). The catalog includes information regarding basic [requirements](#) (e.g. minimum credit hours and residency) and [general education requirements](#). Specific college–level, department–level, and/or school–level requirements for majors and minors are explained under the appropriate college, department, or school listing in the catalog. University requirements include the following for undergraduates:

- A minimum of 120 semester hours of credit is required for a bachelor’s degree, with all other requirements met. An associate’s degree requires a minimum of 60 semester hours.
- A minimum of 30 semester credit hours is required for a bachelor’s degree while enrolled at Ohio University, and a minimum of 50% of coursework taken to fulfill a major concentration is required in residence. A minimum of 18 semester credit hours for an associate’s degree while enrolled at Ohio University is required and a minimum of 50% of coursework taken to fulfill a major concentration is required in residence.
- A minimum of 15 semester credit hours completed in the minor is required, and there is no minimum requirements for a major. The specific are determined by the major (and minor, where selected) department/school and are included in the catalog.
- A minimum grade point average (GPA) of 2.0 (C) is required on all hours attempted (including work taken at another institution, if a transfer student) and in the major or equivalent as determined by your college. A college may have additional GPA requirements.
- All bachelor’s degree students (except Honors Tutorial College students) must complete Ohio University’s General Education requirements. Associate’s degree students must complete the first-year English composition and quantitative skills requirements.

Minors

- Provide a significant academic experience within a single discipline.
- Are open to any student pursuing a baccalaureate program at the University.
- Have a minimum of 15 semester credits and a maximum of 24 semester credits.
- Are administered by a single academic unit and generally consist of courses from that unit.
- Normally must include at least 2 courses at the 3000 level or above. If administered by a college, may consist of courses from multiple departments or schools in the college at the 2000 level or above, e.g. the business minor.

Departmental Honors

Colleges and/or departments may offer undergraduate [departmental honors programs](#) (outside of and separate from the Honors Tutorial College). The requirements for departmental honors recognition are not overseen by UCC.

Certificates

These programs are for bachelor's degree seeking undergraduate students and provide a significant interdisciplinary academic experience intended complement the major, broaden career possibilities, or allow study in an area of interest from a variety of perspectives. Students will be awarded the certificate and receive official recognition on their transcript when they graduate with a bachelor's degree. These certificate programs require:

- courses from at least two disciplines, typically distinct departments
- 15 credits minimum
- 24 credits maximum
- At least 2 courses at the 3000 level or above.

Overlap

As outlined in the [Undergraduate Catalog](#), to complete requirements for two baccalaureate degrees (e.g. B.A and B.S.), you must meet the requirements for both degrees and must complete a total of 135 semester hours of college work, with a minimum of 45 semester hours of residence, or the equivalent, at Ohio University.

Colleges or schools may have restrictions on the amount of course or credit overlap allowable between majors, minors, and certificate programs taken within a single degree program. Please consult the undergraduate and graduate catalogs for details.

PC recommends at least a 5 course difference between majors when colleges allow students to select multiple majors within a single degree. When the course requirements for new programs significantly overlap other programs, colleges should supply PC and UCC with a statement regarding the curricular distinction of the new program being proposed. Please be aware that the registrar's office cannot systematically limit the amount of course overlap between programs.

State Requirements for Undergraduate Programs

ODHE's complete requirements, definitions, and processes for approval of programs can be found in their document, [Guidelines and Procedures for Academic Program Review \(ODHE Guidelines\)](#).

The Executive Vice President and Provost's office serves as OHIO's liaison to ODHE for undergraduate program notifications and approvals.

Degree Programs

Some ODHE requirements of note:

- bachelor degree programs require completion of 120 semester credit hours and should not exceed 126 semester credit hours unless it can be shown that the additional coursework is required to meet professional accreditation or licensing requirements

- associate degree programs require completion of 60 semester credit hours and should not exceed 65 semester credit hours unless it can be shown that the additional coursework is required to meet professional accreditation or licensing requirements

Educator licensure and endorsement programs

Additionally, educator licensure and endorsement programs require ODHE approval with specific additional [requirements](#).

The Patton College serves as OHIO's representative to ODHE regarding educator programs.

University Requirements for Graduate Programs

Degree Programs

University requirements for graduate programs are outlined in the [Graduate Catalog](#). Some requirements of note:

- A minimum of 30 graduate (semester) hours is required for conferral of a master's degree.
- A minimum of 70 graduate (semester) hours beyond the bachelor's degree or 36 beyond a clinical/professional master's degree must be completed for conferral of a professional doctoral degree.
- A minimum of 90 graduate (semester) hours beyond the bachelor's degree must be completed for conferral of a doctoral degree.

Certificates

Please also see the "REQUIREMENTS REGARDING FINANCIAL AID-ELIGIBLE CERTIFICATES AVAILABLE TO NON-DEGREE SEEKING STUDENTS" in the section of this document on "Proposals for New Graduate and Undergraduate Certificate Programs" for information on U.S. Department of Education requirements.

In order to differentiate graduate certificate programs, certificate program names must be unique across all graduate certificate program types.

Interdisciplinary certificates

These programs provide a significant interdisciplinary academic experience intended to complement a major program of study, broaden career possibilities, or allow students to study an area of interest from a variety of perspectives and may be for degree and/or non-degree seeking students. Graduate interdisciplinary certificates require:

- courses from at least two disciplines, typically distinct departments
- 14 credit minimum
- 20 credit maximum

Specialized certificates

These programs are not required to be interdisciplinary, but provide an opportunity for skill development or achievement often for non-degree-seeking students in the workforce and may

be related to external agency licensure, endorsements, or certifications, but they may also be available to degree-seeking students. Graduate specialized certificates require:

- 9 credit minimum
- 20 credit maximum

Stackable certificates

These programs should provide a coherent academic course of study that may be within a single discipline or program, or may be multidisciplinary. These certificates may be Interdisciplinary or Specialized. A stackable certificate is intended to be combined (“stacked”) with other stackable certificates and/or other requirements to lead to a graduate degree but may be for degree and/or non-degree seeking students. A capstone or integrating experience is recommended for graduate degrees composed of stackable certificates. Graduate specialized stackable certificates require:

- 9 credit minimum

State Requirements for Graduate Programs

The Chancellor’s Council on Graduate Studies (CCGS), part of ODHE, oversees the peer review of new graduate program requests. For an overview of graduate degree change and proposal processes, see the [Graduate College Handbook](#). Departments are strongly encouraged to consult the Associate Dean of the Graduate College early in the process of developing a new program or drafting changes to an existing one.

OHIO’s Graduate College maintains our representation to Chancellor’s Council on Graduate Studies (CCGS).

Degree Programs

Some ODHE and [CCGS requirements](#) of note:

Master’s Degree: An award that requires the successful completion of at least 30 semester credit hours of work beyond the bachelor’s degree. Research master’s degrees are the M.A. and M.S. These degrees “involve preparation to carry out significant research and to discover new knowledge, whether the particular field of learning is pure or applied.” Master’s degrees which do not emphasize research and prepare students to create new knowledge are categorized as professional master’s degrees, and should have the degree title “Master of [Field of Study]” (e.g., Master of Business Analytics).

Doctoral Degree: The highest award a student can earn for graduate study. Doctoral degrees generally require the successful completion of at least 90 semester credit hours of work beyond the bachelor’s degree or at least 60 semester credit hours beyond the master’s degree. Deviations from these credit hour guidelines require proper justification and state approval. The Doctor of Philosophy (PhD) is a research degree and involves preparation for the conduct of independent research and the discovery of new knowledge. Doctoral degrees may also recognize preparation for professional practice. Examples of professional practice doctoral degrees include the Doctor of Nursing

Practice (DNP), Doctor of Education (Ed.D.) and Doctor of Physical Therapy (DPT). (CCGS Guidelines p. 6)

All graduate degree programs require a culminating experience. From the CCGS Guidelines: “Examples of suitable culminating experiences include, but are not limited to: preparation of a thesis, dissertation or other creative written work; capstone or exit projects, which may be applied in nature and not necessarily involve research; comprehensive examinations; supervised field experiences, or any other integrated learning experience. With proper planning, the culminating experience may be integrated within coursework required for the degree.” (Please note that any culminating experience that is part of required coursework must still be an “integrated learning experience.”)

Certificates

Some ODHE [CCGS requirements](#) of note:

Certificates awarded for completion of a substantial program of graduate study in a discipline(s)/professional area(s) where the university already has graduate degree authorization require further review. A substantial certification program is defined as one requiring the successful completion of 21 or more semester credit hours of graduate-level courses. (CCGS Guidelines p. 21). Current Ohio University certificate requirements do not permit certificates of more than 20 hours, so under normal circumstances no new certificate program will require CCGS review.

Federal Requirements Regarding Financial Aid-Eligible Certificates Available to Non-Degree Seeking Students

U.S. Department of Education approvals and timelines

Financial aid-eligible certificates must be approved by the U.S. Department of Education prior to advertising the program or accepting students into the program. All necessary university,

The Office of Student Financial Aid and Scholarships typically submits information to the U.S. Department of Education twice a year. Please be aware of this extended timeline in your planning process.

state, and accrediting agency approvals (e.g., UCC, Ohio University Board of Trustees, Ohio Department of Higher Education, Higher Learning Commission) must be completed before submission for approval to the U.S. Department of Education. The Office of Student Financial Aid and Scholarships typically submits information to the U.S. Department of Education twice a year. The approval process itself is lengthy, in some cases well over a year. Please be aware of this extended timeline in your planning process.

Due to gainful employment regulations related to federal financial aid, students in non-degree programs are not eligible for financial aid unless the proposing program provides detailed

information at the proposal stage, agrees to the ongoing requirements for tracking of students, and receives approvals from the U.S. Department of Education and the Office of Student Financial Aid and Scholarships *prior* to the initial offering of the certificate. Federal law includes certain disclosure and reporting requirements for which the proposing program is responsible. Institutions must include specific information in promotional materials to prospective students and on its Web site, as well as report this information to the U.S. Department of Education.

Please see the section of this document “Proposals for New Programs or Changes to Programs, New Graduate and Undergraduate Certificate Program Proposals, ADDITIONAL REQUIREMENTS IF PROPOSING A GRADUATE FINANCIAL AID-ELIGIBLE CERTIFICATE AVAILABLE TO NON-DEGREE SEEKING STUDENTS,” for complete details on federal requirements.

Higher Learning Commission Requirements for Undergraduate and Graduate Programs

While the HLC’s [Criteria for Accreditation](#) do not include requirements that impact the specifics of academic program development, HLC policy does outline a number of circumstances that require either notification to or approval from that

The Office of Institutional Research serves as OHIO’s liaison to HLC for both undergraduate and graduate program notifications and approvals.

body prior to launching new or changed academic programs. Review HLC’s [Institutional Changes Requiring Prior Approval or Notification](#) for complete information regarding the change process. Additionally, HLC also has [Guidelines on Faculty Qualifications](#) which should be reviewed by program developers. Substantive changes that typically require HLC approval or notification involve the following:

- Programs
- Competency-based education programs
- Certificate programs
- Length of term affecting allocation of credit
- Branch campuses and additional locations
- Distance delivery
- Consortia arrangements
- Contractual arrangements

Proposals for New Programs or Changes to Programs

Proposals should be submitted based on the instructions posted on the UCC website. Proposals should be named with the date and program number in the name of the document, e.g. MAXX01LawJusticeCulture_112017. See **Submission Instructions** section in this document for complete submission process instructions.

New programs must go through all levels of approval—including, if relevant, state approval and HLC—before they may be advertised.

Before developing a proposal to change a program or to create a new program, please review all of the information below, as well as the Ohio Department of Higher Education's [Guidelines and Procedures for Academic Program Review](#) (for undergraduate programs). For graduate programs, please review the [Graduate College Handbook](#), and consult with the Associate Dean of the Graduate College for information about state requirements and procedures.

As outlined in the Faculty Handbook, the Programs Committee, in conjunction with the Bridge Committee from Graduate Council, will review proposals, provide feedback, and make recommendations to the full UCC membership regarding all proposals. Approval by majority vote of UCC is required for proposals to be forwarded to the Provost, the Ohio University Board of Trustees, and the Ohio Department of Higher Education.

Final approval of new or changed programs that include new courses will be contingent upon UCC approval of new courses through the course approval process by the Individual Course Committee (ICC). Please see the section of this document called "Timing of New/Changed Courses in Conjunction with New/Changed Programs" for more information.

UCC's primary interest in programs relate to the quality and integrity of the curriculum at Ohio University, both at the onset of any new program offering and in preparation for the required program review (see [Program Review Committee requirements](#)). While UCC can and will review the same documentation required by the proposer's college and ODHE, further documentation may be necessary for proposers to fully address UCC's concerns.

New Undergraduate Major and Graduate Degree Program Proposals

Each of the areas below should be addressed in the program proposal. With the exception of the summary statement appearing at the beginning of the proposal, the information may be presented in any order. Using the order required by the state is recommended for proposals that will require state-level approval

A. Summary Statement

1. Date of submission
2. Program code (assigned by Registrar's office)
3. Name of program
4. Degree to be conferred
5. Administrative unit(s) proposing program
6. Name(s) of individual(s) proposing the program and their email addresses
7. A brief (< 250 word) statement summarizing the program (including the distinguishing features of the curriculum, the total credit hours, and the intended audience of students) and a summary of resource needs.
8. Anticipated semester and year of initial student cohort

B. Need for the Program

- What is the student demand for the program and how was that determined?

- What other schools within Ohio offer the same or a similar program and how is this program differentiated?
- How does the proposed program align with the current vision for the university and your college?
- What overlap or duplication exists between the proposed program and other OHIO programs?
- Was the proposed program developed in collaboration with another institution in Ohio? If so, briefly describe the involvement of each institution.
- To what extent will students in the program come from students who would enroll at OHIO in a different program?
- Provide evidence of consultation, cooperation and/or collaboration with other OHIO programs in the development of this proposal. Approval is required from departments whose high-demand courses your program will require. Evidence of consultation should be included in all cases where your program impacts other academic departments or schools.

C. Curriculum

- What are the program's learning outcomes and how are these operationalized in the curriculum?
- Describe the curriculum in a format that includes all of the following:
 - Course prefixes, numbers, names, and credit hours for each the required courses, all permitted electives, and any "field" or other requirements (indicate which of the courses are newly proposed),
 - The total number of credit hours required for completion of the major,
 - The total number of credit hours required for completion of the degree (this includes all additional college and university requirements not already met by the curriculum as previously outlined (including requisites) and should not exceed 126 semester hours for undergraduate programs),
 - The sequencing of courses over the typical student's career
 - A description of the culminating experience of the program (required of all graduate degree programs).
 - If MA or MS, describe significant research component (non-research graduate degrees such as Masters of Arts Administration or Masters of Athletic Training are professional degrees and while do require a culminating experience, it need not be research-based).
 - Include all course descriptions in the appendix.
- How does this curriculum compare with that offered at other institutions with similar programs?
- Define the proposed policy on accepting transfer of credit from other institutions or other programs at Ohio University.

D. Modality & Location

- Is this program intended to be delivered completely online? If not, what modality will the instruction be delivered? In-person or blended?
- Students in this program will be affiliated with which campus location(s)?

- E. Accreditation
- Does the program intend to seek accreditation?
 - If so, what is the name of the agency that would accredit the program?
 - Has it been contacted and what is the plan and timeline for accreditation?
 - Is the curriculum in accord with its standards?
- F. Faculty and Instruction
- Who will be teaching, what is their tenure status, and what are their qualifications?
 - How will new faculty for the program be selected? By whom?
 - What are the minimal qualifications expected of instructors in the program? HLC has [Guidelines on Faculty Qualifications](#).
 - What body will oversee the curriculum?
- G. Admission Requirements
- What are the criteria for admission into the program? Be specific.
 - Are there any limits on the number of enrollments? If yes, what criteria will be used to make selections?
- H. Graduation Requirements (in addition to University requirements)
- Are there minimum grade requirements for individual courses?
 - Is there a minimum GPA for courses in the major?
- I. Administration
- What academic unit will be home to the program?
 - How will administrative support be provided?
- J. Timing
- When do you want the program to start? Please be aware of the levels of approval and timelines required for internal and external approvals as outlined in this manual (new programs must be approved by ODHE and HLC before being advertised).
 - If the program will be “phased-in,” describe the process.
- K. Budget and Financial
- What is the financial impact of the program (projected income and expenses), including resource needs such as personnel, space renovations, equipment and technology, library resources, waivers, etc. immediately, and into the next five years?
- L. Assessment and Program Review
- What are the program’s instructional learning outcomes?
 - How will these outcomes and program quality be assessed?
 - How will the program prepare for future program reviews (see [Program Review Committee documentation](#))?
 - How will individual student success in the program be measured?

New Undergraduate Minor Program Proposals

Proposals will be submitted based on the instructions posted on the UCC website. New proposals should include:

- Date of submission
- Program code (assigned by Registrar’s office)

- Name of minor
- Administrative unit proposing program
- Name(s) of individual(s) proposing the program and their email addresses
- A brief (< 250 word) statement summarizing the program (including the distinguishing features of the curriculum, the total credit hours, and the intended audience of students) and a summary of resource needs.
- Criteria for admission
- Details of the proposed curriculum including required courses, elective courses, and selective courses (including requisites): include course prefixes, numbers, names, and credit hours for each
- Program’s learning outcomes and assessment plan
- Is this program intended to be delivered completely online? If not, what modality will the instruction be delivered? In-person or blended?
- Details on any resource implications, including faculty headcount or workload, space, equipment, or financial resources.
- Evidence demonstrating the need for the program
- Evidence of consultation, cooperation and/or collaboration with other OHIO programs in the development of this proposal. Evidence of consultation should be included in all cases where your program impacts other academic departments or schools.
- Graduation requirements (e.g. minimum GPA for courses and/or overall)

New Graduate and Undergraduate Certificate Program Proposals

Proposals should be submitted based on the instructions posted on the UCC website (see section for OCEAN 1.9 in this document for submission process information).

INFORMATION NEEDED FOR ALL NEW CERTIFICATE PROGRAMS

1. Date of submission
2. Program name (may not duplicate other certificate names)
3. Program code
4. Proposer’s name
5. Proposer’s email
6. Administrative unit housing the program
7. Level of study
 - Undergraduate (skip to question 8).
 - Graduate (complete the following)
 - a. Which type of certificate (select all that apply):
 - Interdisciplinary
 - Specialized
 - Standalone (taken as non-degree, typically for working professionals wishing to expand their knowledge in a particular subject area)
 - b. Is this certificate part of a stackable degree program?
 - No

- Yes, a previously-approved degree program consisting of certificate stacks.
What is the degree (code and name)?
 - Yes, a new stackable program (please see below for ADDITIONAL INFORMATION REQUIRED IF PROPOSING A GRADUATE STACKABLE CERTIFICATE PROGRAM)
- c. Do you wish to enroll
- Degree seeking students
 - Non-degree seeking students
- d. Do you wish for the program to be financial aid eligible (please consult with the Office of Student Financial Aid and Scholarships)?
- No
 - Yes (stand-alone/non-degree graduate certificate programs must be 10 weeks in length and 8 semester credit hours and require substantial tracking and reporting by both the administrative unit housing the program and the University, as well as approval by U.S. Department of Education – see ADDITIONAL REQUIREMENTS IF PROPOSING A GRADUATE FINANCIAL AID-ELIGIBLE CERTIFICATE AVAILABLE TO NON-DEGREE SEEKING STUDENTS below)
- e. Can transfer credits be applied? If so, how many?
8. A brief (< 250 word) statement summarizing the program (including the distinguishing features of the curriculum, the total credit hours, and the intended audience of students) and a summary of resource needs.
 9. Admission requirements (please consult with Undergraduate Admissions to ensure desired criteria can be honored within policy and regulations; also please note that under current policy, transfer credit may be applied to undergraduate certificates)
 10. Curriculum details (required courses, elective courses, selective courses and requisites) - include course prefixes, numbers, names, and credit hours for each
 11. Is this certificate intended to be delivered completely online? If not, what modality will the instruction be delivered? In-person or blended?
 12. Narrative description of the program need (if requesting a program that is financial-aid eligible for non-degree seeking students, this will need to be significantly developed, as indicated in the section ADDITIONAL REQUIREMENTS IF PROPOSING A GRADUATE FINANCIAL AID-ELIGIBLE CERTIFICATE AVAILABLE TO NON-DEGREE SEEKING STUDENTS below).
 13. Program distinctiveness, especially when requirements overlap with other programs
 14. Patron and partner departments (please addend statements of support). Evidence of consultation should be included in all cases where your program impacts other academic departments or schools.
 15. Rationale and data/evidence demonstrating the need for the program
 16. Resource implications (faculty, support staff, space, labs, library resources, etc.)
 17. Considering the information on Programs Committee web page regarding approval timelines, information below for financial aid-eligible certificates, and keeping in mind that programs cannot be marketed until they are formally approved at all levels, what is the:
 - a. Proposed date of program launch (official announcement and marketing begins)

- b. Proposed semester of initial enrollments
- 18. Graduation requirements (e.g. minimum overall GPA, course grade minimums)
- 19. Program's learning outcomes and assessment plans (consider future [program review requirements](#))

ADDITIONAL INFORMATION REQUIRED IF PROPOSING A GRADUATE STACKABLE CERTIFICATE PROGRAM

Please address the following for each stack, when applicable:

1. How will the stacking work?
2. What are the names of each of the stacks in this programs?
3. What degree (code and name) will these stacks lead to?
4. How is the stackable program different from and similar to the current degree program(s)?
5. When and how can a student move from being a certificate student to a degree-seeking student?
6. How will the program make it transparent to students under what circumstances these credits will and will not count toward the degree?
7. Do the admission requirements to the certificate differ from the admission requirements for the degree program? If so how and why?
8. Is there a maximum timeframe for completion of any of the components (beyond University requirements)? Please remember that degree-completion timeframes must still be met.

ADDITIONAL REQUIREMENTS IF PROPOSING A GRADUATE FINANCIAL AID-ELIGIBLE CERTIFICATE AVAILABLE TO NON-DEGREE SEEKING STUDENTS

Information needed at proposal stage for approval of program.

Due to gainful employment regulations related to federal financial aid, students in non-degree programs are not eligible for financial aid unless the proposing program provides the following information, agrees to the requirements for tracking of students, and receives approvals from the U.S. Department of Education and the Office of Student Financial Aid and Scholarships prior to the initial offering of the certificate. *If seeking to offer a stand-alone/non-degree certificate to students eligible for financial aid all of the following information must be provided with the proposal*

1. Narrative description of how the institution determined the need for the program. For example, describe what need this program will address and how the institution became aware of that need. If the program is replacing a current program(s), identify the current program(s) that is being replaced by the new program(s) and provide details describing the benefits of the new program(s). If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative. *The institution must retain documents that support this description for review or submission to the U.S. Department of Education upon request.*
2. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used, and/or if State,

regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers. *The institution must retain copies of documents and its analysis for review and submission to the U.S. Department of Education upon request.*

3. Narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program. *The institution must retain copies of analysis documents for review and submission to the U.S. Department of Education upon request.*
4. Narrative description of how the program was reviewed or approved by, or developed in conjunction with, one or more of the following:
 - Business advisory committees
 - Program integrity boards
 - Public or private oversight or regulatory agencies (not including the state licensing /authorization agency and accrediting agency)
 - Businesses that would likely employ graduates of the program

For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. *The institution must retain, for review and submission to the U.S. Department of Education upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.*

5. Date of the first day of class. Include both:
 - The first day the program was or will be offered by the institution, and
 - The day you would like to begin disbursing Title IV funds to students enrolled in the program.

Ongoing information tracking and reporting requirements once approval is granted.

Federal law includes certain disclosure and reporting requirements for which the proposing program is responsible. Institutions must include the information below in promotional materials it makes available to prospective students and on its Web site as well as report this information to the U.S. Department of Education. *When proposing your program, please explain who from the administrative unit housing the program will be responsible collecting and reporting this data to the Office of Student Financial Aid and Scholarships.*

Information to be provided *on an ongoing basis* by proposing program:

- The name and U.S. Department of Labor's Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with links to occupational profiles on the U.S. Department of Labor's O*NET Web site or its successor site.
- The on-time graduation rate for students completing the program (Office of the Registrar can provide lists of completing students with completion time for each)

- The job placement rate for students completing the program [Val looking for information on how to do this from feds that we can point people to].
- Other information needed by the Office of Student Financial Aid and Scholarships and/or the Office of Institutional Research in order to comply with federal regulations.

Information to be provided by the Office of Student Financial Aid and Scholarships in support of the program:

- The tuition and fees the institution charges a student for completing the program within normal time.
- The typical costs for books and supplies (unless those costs are included as part of tuition and fees), and the cost of room and board, if applicable.
- The median loan debt incurred by students who completed the program (separately by Title IV loans and by other educational debt to include both private educational loans and institutional financing) as provided by the Secretary.

Program Change Proposals and Notifications

Changes to program descriptions in the catalogs that do not impact the curriculum should be made outside of UCC processes. All changes to program requirements should be submitted through UCC processes. Many program changes are eligible for expedited review (see Expedited Review section of this document).

Some changes that do not require UCC approval nevertheless use the UCC process for notification purposes. These include:

- Suspension of admissions to programs, including suspending admissions to programs at specific locations
- Moving departments within a college without program elimination
- New prefix requests

Notification of these changes should be submitted in writing to the chair of the Programs Committee.

Section 2 of the [Graduate College Handbook](#) (OHIO ID required) outlines curricular reform and new delivery, format, and location procedures for changes to graduate programs.

ODHE requires notification and administrative approval of program change requests:

- To change the name or title of the academic program when there is not a substantive change to the requirements for the program.
- For a substantive change (defined as a modification of 50% or more of the requirements for the academic program) to the curriculum of a degree, major, or educator licensure or endorsement preparation program.
- To open a new off-campus location where more than 50% of the requirements of an approved degree or major will be delivered (requests to open new campus locations, academic centers (i.e., regional campuses or new campus locations) are handled in consultation with the Chancellor per Ohio Revised Code 3333.04).

- To offer more than 50% of an approved degree or major at an existing off-campus location.
- To deliver more than 50% of the requirements for an approved degree or major in an online/blended format.

Proposals will be submitted based on the instructions posted on the UCC website. Change proposals should include:

- Date of submission
- Program code
- Program name
- Name(s) and email(s) of individual(s) proposing the program change
- Home dept/school and college of program
- A brief (< 250 word) summary of the proposed change and rationale (including any changes to credit hours and identification of all other academic units impacted by the change)
- A detailed description of the proposed changes. For each course, include prefixes, numbers, names, and credit hours. It is often most effective to use a comparison table explaining the proposed curriculum alongside the existing curriculum, for example:

CURRENT	PROPOSED	COMMENTS
I. Required Courses	I. Required Courses	
SASM 6260 Sport Governance or SASM 5650 Law of Sport (3)	SASM 5650 Law of Sport (3)	No more choice. SASM 5650 has been primary course offered
SASM 6800 Research Methods (3)	SASM 6800 Research Methods (3)	

- Rationale behind proposed changes
- Impact on program learning outcomes and assessment plans
- Evidence of consultation (in all cases where your program impacts other academic departments or schools), cooperation and/or collaboration with other OHIO programs impacted by this change

Tips for Efficiency and Clarity in Program Proposals

- Read all of the applicable sections of this document before drafting your proposal
- The course level is the smallest unit of differentiation available to a program. Individual sections of courses, e.g. sections taught by specific instructors, are not trackable or manageable in advising or via DARS. The only exceptions to this would be “C” courses (service learning designated) and “A” courses (OHIO Honors Program designated), e.g. MATH 1200C
- Major revisions of programs may be interpreted as new programs. According CCGS, a graduate program is new when more than 50% of the curriculum changes. Consultation with the Provost’s office or the Graduate College is highly recommended at the early stages of significant program revision.

- Be precise with language, e.g. say “take 3 courses for at least 9 credits at the 3000 or 4000 level” rather than “take 3 advanced courses” or “take 3 courses at the junior level.”
- Because some courses are available for variable credit hours, specify both the number of courses and the number of credit hours required.
- Typically, special topics courses should not be included as requirements in programs. They do not have articulated learning outcomes that can be assured from one section to the next, even when it is the same topic. Sometimes it is appropriate to include a specific special topics course in a new program proposal when the intent is to build it into a standard course as the program builds out. If you must include a special topics course in program requirements, be precise with the topic and credit hours in the proposal.

Submission Instructions (as posted on PC web page)

Submitting New Program Proposals

1. Contact the Registrar's office to initiate a new program. A form will be created in [OCEAN 1.9](#) by the Registrar's office with a temporary program code.
2. Complete the OCEAN 1.9 form, AND
3. Attach a proposal document addressing the questions in the appropriate section of this manual and any other supporting documentation to the Relations tab in OCEAN 1.9 at the time of submission. The proposal document should be saved with the date and program number in the name of the document, e.g. MAXX01LawJusticeCulture_112017.

OCEAN 1.9 tracks approvals from the submission by the contact to the vote at UCC. Comments and discussion can be added to the Discussion tab at any level.

Submitting Proposals to Change Existing Programs

1. Complete a proposal document addressing the questions in this appropriate section of this manual, saved with the date and program number in the name of the document, e.g. BS6417CustomerService_112017.
2. Request that the Registrar's office make the existing program available in your [OCEAN 1.9](#) worklist. When the program is in edit mode, many items will be editable, but **DO NOT CHANGE ANY ITEMS IN OCEAN!!** Any changes made in OCEAN will not be communicated to the catalog.
3. Upload your proposal to the Relations tab, and submit.

OCEAN 1.9 tracks approvals from the submission to the vote at UCC. Comments and discussion can be added to the Discussion tab at any level.

Review Timelines

Program changes to the undergraduate catalog, including new programs, must be complete before the catalog is published in the late spring for the upcoming academic year (with specific deadlines set by the Office of the Registrar).

The PC may hold two readings on a program change or new program proposal when there are significant questions or concerns. The PC may hold a proposal to a third meeting when the issues persist, but must at the third meeting recommend it to UCC or send it back to the unit unless the proposing unit asks the committee to retain it another month for further discussion and clarification. Upon approval, PC recommends approval of the program to UCC at a first reading. Unless tabled or withdrawn, UCC will vote on the program at the second reading.

The total of this process can take 3 months. PC publishes a date (usually mid-late February) on their web page that corresponds with the agenda distribution of their 3rd to last meeting of the academic year that serves to notify proposers when proposals should be submitted in order to assure time for complete review and approval to meet the catalog revision deadlines.

Expedited Program Change Requests

New program proposals and proposals for suspension, inactivation, and/or elimination of programs are not eligible for expedited review.

Because we expect departments/schools to ensure that standards of disciplinary excellence and programmatic needs are met and colleges to ensure college needs and resources have been appropriately anticipated and planned for, proposals must have been thoroughly vetted by two levels of review before being presented to the PC for consideration for expedited review. This requirement may make proposals from units without the traditional department and college structure, such as the Voinovich School and International Studies, ineligible for expedited review.

Additionally, proposed changes must meet all the criteria listed below to be considered for an expedited process.

- No impact on programs, schools, or departments outside the originating college. It is the responsibility of the college to facilitate inter-departmental communication and collaboration.
- No change in total credit hour requirements.
- No impact on student's ability for timely completion of program.
- No conflict with existing University requirements, such as residency or general education requirements.
- Needing no additional approvals due to external policy bodies such as accreditors or the Ohio Department of Higher Education.

Examples of typical program change requests which DO NOT require approval of UCC and therefore are eligible for expedited processing:

- Re-arranging of course groupings (electives or requirements) with no overall change in total hours and no negative impact on student ability to complete the program.

- Addition and deletion of courses within a program where all changes are within the program's home college.
- Program name changes, unless proposed terminology is similar to that being used by other areas of the university.
- Creation of program codes for things that are not really programs (special student populations, e.g. University College Summer Transition Students).

Instructions for Requesting Expedited Review

Upon approval at the college level, when the College Curriculum Committee (CCC) believes the proposed changes to be eligible for expedited review, they may request such by adding the note, "EXPEDITED PROCESSING REQUESTED", in the discussion tab of OCEAN 1.9.

Process for Expedited Requests

Requests for expedited review will be considered before distribution of the next Programs Committee agenda by the Programs Committee chair or designee and a representative from the registrar's office. If approved, the proposal will be added to next available UCC agenda for documentation and notification purposes only. No review at Programs Committee will take place and no voting or multiple readings at UCC will be necessary.

Timing of New/Changed Courses in Conjunction with New/Changed Programs

All course approvals are completed by UCC's [Individual Course Committee](#) (ICC). PC will review new program proposals and proposals for changes in programs that include new courses and course revisions that have not yet completed all levels of approval, as long as these proposals have at least been approved by school or department and are under consideration at the college curriculum committee level. If PC recommends approval of the new/changed program and the new/changed courses have not yet been approved by ICC, the new/changed program approval will be contingent upon final approval of the courses.

Appeals Process

Because curricular proposals do not normally go to the full UCC for a vote without PC approval; and in some cases a majority opinion of the PC may constitute a minority opinion of UCC, the following appeal process is available.

If the Programs Committee either refuses to approve a proposal or requires revisions that the proposer considers unacceptable and informal consultation has not resolved the issue, the proposer may appeal the committee decision within two committee meetings of the decision or request. The college designee for UCC should represent the proposing faculty member or unit at the committee meeting, supported by the faculty member and/or disciplinary representatives. If the committee and the college are unable to reach an agreement, the proposal will move to UCC as a whole for an up-or-down vote.

Informational note: Extraordinary circumstances may occasionally require approvals to be revisited. In accordance with Sturgis's parliamentary procedures, any member of UCC may move to reconsider a UCC vote. Normal voting rules govern motions to rescind a previous motion (approved course or program).

Notifications and Consultations Regarding Cross Departmental Requirements

A department, school, or regional campus program that wishes to require its students to take a course offered by another academic unit must obtain written concurrence from the chair or director of the unit in which the course is offered and from that unit's dean. Concurrence must be obtained prior to finalizing the curriculum change and prior to submitting the change for inclusion in the undergraduate or graduate catalog.

A department, school, or regional campus program that has decided to drop from its curriculum a required course offered by another unit should inform the affected unit, preferably at least a year in advance of when the students would ordinarily enroll in the course. In situations that require or would permit faster action, the department planning to drop should consult immediately with the offering unit to see if the drop would cause any scheduling problems.

A department, school or regional campus program offering a course required by another academic unit that has decided to cease offering that course should inform the affected unit, preferably at least a year in advance of when the students would ordinarily enroll in the course. In situations that require or would permit faster action, the department offering the course should consult immediately with the department requiring it to see if this action would cause intractable curricular problems.

Eliminating a Program/Program Deletion

See [Faculty Handbook section II.D.4.c](#) related to implications regarding faculty contracts:

D. Appointments, Tenure, and Renewal of Contracts . . .

4. Termination of Appointment by the University . . .

- c. If the termination arises from the elimination of a program or department of instruction for educational reasons, the procedures set forth in this section, rather than regulations described below under "Loss of Tenure" will be invoked. The decision to eliminate a program or department will be based on educational considerations. Educational reasons for discontinuance would include the lack of a continuing need for the program; they would also include a lack of educational quality. Considerations about the need for the program would include a significant and persistent trend of insufficient enrollment. Educational quality considerations would include the quality of instruction, scholarly achievement, intrinsic academic worth, or curricular value to other academic areas. Schools and regional campus divisions are equivalent to departments for purposes of this policy.

A program is defined as a course of studies leading to a degree (including an associate degree), a recognized major under a degree, or an option or concentration under a degree that is generally comparable to a major at the University.

A proposal for elimination of a program or department will be considered at the college level before being submitted to the University Curriculum Council. The college curriculum committee will consider the proposal and submit its recommendation to the dean. The dean will also consider the matter and provide a recommendation. The dean will forward the proposal to the University Curriculum Council if either his/her recommendation or that of the college curriculum committee is for elimination of the program or department. The department or program can submit evidence to each of the committees considering the proposal.

The Programs Committee of the University Curriculum Council will be charged with determining whether

1. the activities to be eliminated are consistent with the definition of a program;
2. the reasons stated for elimination are indeed educational in nature;
3. the individual(s) designated for loss of tenure are identified primarily with the program.

In the case of the proposed elimination of a graduate program, the Programs Committee of UCC will obtain the recommendation of the Graduate Council. For the purpose of this policy, to be primarily identified with a program it must be shown that a majority of the faculty member's teaching effort is in that program. In addition, if a faculty member whose position is being eliminated has, within the last five years at Ohio University, been identified primarily with another existing program or programs, he/she will have the right to return to that program. A positive decision of all three determinations is necessary to forward the proposal to the University Curriculum Council.

The University Curriculum Council, by a majority vote of the membership, will then determine whether the stated reasons are of sufficient gravity to warrant discontinuance of a program leading to loss of tenure. Only a positive recommendation will be forwarded to the Provost. If the Provost favors the recommendation, it will be forwarded to the President and through him/her to the Board of Trustees. Faculty members affected by such a decision may appeal the Provost's decision to a committee consisting of all faculty senators in the third year of their term. This committee shall consider only whether the faculty member or members have received due process in the above procedure.

Elimination of a program or department that leads to the loss of tenured faculty requires favorable action by the Board of Trustees.

Before terminating a tenured appointment through elimination of a program or a department, the administration shall make a bona fide effort to place the faculty member concerned in another suitable position in the University. If the effort is successful and the new employing unit desires additional training for the faculty member, the University will provide financial and other support for a reasonable period of training. When the new position is tenurable, tenure may be granted in the new department immediately (see [Section II.C.6.](#)). Transfers of this nature, being within the University, do not require advertisement of the new position to which the faculty member is appointed.

In the event that the program or department is re-established within a period of three years, the released faculty member shall be offered reappointment. In all cases of termination based on elimination, the faculty member concerned shall be given 12 months' terminal notice or severance salary equivalent to his or her current contract base amount. The University shall determine which option is to be used.

Program Relocation

Program relocation is a two-part process, with part 1 applying to the relocation itself and part 2 applying if any program changes are made as a result of the relocation.

Part I: Program Relocation Process

A memo-based process for relocation review is recommended:

1. College-level memo to the UCC signed by the deans of the affected units, describing
 - a. the relocation(s),
 - b. the reason(s) and intended effect(s) of the relocation, including educational effects,
 - c. impact on current students (majors and minors), including the transition process,
 - d. impact on current faculty, including pre-tenure faculty,
 - e. the process followed to ensure broad input from affected programs and faculty.

Colleges may choose to address multiple related relocations involving multiple colleges in a single memo, as long as reasons, effects, and impacts are included for all relocations.

2. Program-level memo(s) from all affected programs to the UCC signed by department/school chairs, presenting the program's position (positive, negative or neutral) on the relocation and their perspective on the process that was followed in making the relocation decision.

For affected graduate programs, Graduate Council review will be sought as is customary.

The Programs Committee will review the relocation documents (college-level and program-level together), and after ensuring sufficient detail is included for evaluation will forward the documents to the UCC with a recommendation. The UCC will follow its standard practice of two

readings for proposed relocations. An UCC vote to 'support' the relocation indicates that based on all of the information in the relocation documents, UCC believes that broad input from affected programs and their associated faculty was considered in the relocation decision, and believes that the relocation decision is in the best interests of the university with regard to its overall educational mission.

Part II: Additional Information for Relocations with Program Change

Any program change proposal that results from or is part of a relocation will follow the process outlined in this manual for program change requests. These include, but are not limited to:

- actual changes to program requirements
- program name changes
- program code changes
- course prefix changes

Offering Approved Undergraduate Programs at Other Ohio University Campuses

The goal of this process is to ensure that there has been broad consultation in the decision-making process; that adequate facilities and resources will be available at the new location; and that continued interaction and shared decision-making between the originating and new locations will occur.

The process will use a memo-based format similar to the memo-based program relocation process:

- 1) The new location will submit a department/school/campus-level proposal to UCC that outlines the information required in the appendix. The proposal should address any issues that will affect academic areas at the new location, including the need for new courses and the potential for both increased enrollment in courses outside the program and increased need for general education courses. The department chair, school director, or division coordinator as well as the Dean of the unit in the new location should sign the memo, which the Dean's office then will submit to the Programs Committee of UCC.
- 2) The originating program will submit a program-level memo signed by the department chair or school director to UCC that specifies the originating program's position—neutral, affirmative, or negative—on the request to offer the program at a new location. The Dean of the unit that is the home of the originating program and the department chair or school director should sign this memo.

The Programs Committee will review the memos and will submit a report to the UCC outlining their position on the new location, including any specific concerns about the new program location. The UCC will follow its standard practice of two readings of the Programs Committee report for the proposed new program location. A UCC vote to receive the Programs Committee report indicates that based on the information in the memos, UCC (1) believes that broad input

from affected programs and their associated faculty was considered; and (2) believes that critical financial, staffing, and academic quality issues have been adequately addressed; and (3) believes that there will continue to be significant consultation and interaction between the home program and new program locations.

General guidelines:

- Certain aspects of the original program remain the same regardless of location, such as admission standards, curriculum, minimal qualifications expected of instructors, and so on.
- Changes to a program apply to all offerings of the program, regardless of location. All program changes must be approved by the originating program.
- New program locations will be reviewed at the same time as their originating program.
- Faculty, staff, and administrators at all locations will be expected to participate fully in program review and accreditation when applicable.

Exemption from Program Requirements

Overview

In an era where exploration of new curricular structures is essential, existing policy practices lead to unacceptable alternatives: avoid curricular experimentation that violates policy until policy is revised to accommodate new structures or go forward in violation of policy. The former creates a significant hurdle and substantial time delays that will often lead to curricular stasis, and the latter undermines the integrity of policy and effective risk and resource management of innovative and experimental curricular initiatives. A better alternative is to create, in policy, a formal exemption process. Such a process will enable innovative faculty to pursue experimental programs in a way that respects collective faculty responsibility for curricular decisions by allowing such programs to go forward in violation of existing policy as appropriately controlled experiments that may, in the long run, inform changes to policy.

This policy exemption process applies to credentialed programs requiring University Curriculum Council (UCC) approval such as certificates, minors, associate, baccalaureate, and graduate degree programs. This process will take effect once approved by UCC and will not be required for any programs that have already gained UCC approval.

The exemption process is not a mechanism for circumventing review, but a way to review, approve, and pilot programs that violate current policy. Thus, Programs Committee (PC) and UCC, as well as college level curricular review processes and responsibilities, remain in place.

Exemption Process

Program proposers interested in offering an innovative program that violates existing policy may request an exemption with their program proposal but will be required to articulate why the University should support such an exemption. Program proposers, departments, and colleges will be required to understand and address risks at the local, State, and Federal level, and where appropriate, the International level. They will need to be sensitive to the challenges placed on administrative units that arise in extending limited resources this way. Programs

granted an exemption to policy will be given a date upon which the program will expire unless further action is taken, as outlined below. To formalize these considerations, we propose the following exemption process:

Proposals requesting an exemption from current policy will be considered by UCC when the following is documented by the program proposer:

1. Provost's office confirms the process articulated in this document has been followed and accepts institutional risks associated with offering a program that violates current policy
2. The Dean, or equivalent, including the Dean of the Graduate College for graduate-level programs, accepts the risks associated with violation of current policy and confirms that any risks associated with the program will be monitored and that the resources are available to do that.
3. The department chair, or equivalent, will identify all risks associated with the program owing to the exemptions requested. They will identify all units they have approached in regards to these potential risks and provide the responses of those units. Those responses should include a description of the potential outcome at risk and, if possible, the likelihood of its occurrence.
4. PC and UCC confirm the program uniqueness and integrity through standard curricular review with the exception that the proposed program does not align to existing university policy and that the approval is not indefinite (i.e., the approval will expire unless a formal review extends it prior to its expiration or policy is altered).

A number of crucial issues arise in initiating such programs, and these involve resources and risk management that spans faculty and administrative offices. A working group convened by the chair of the UCC, will be responsible for annual review of the exemption process to ensure the process is working (e.g., risks are being well managed, the process isn't being used to bypass curricular review, etc.) and to identify trends that may indicate a need for revision of institutional policies. This working group should be comprised of representatives from UCC, PC, Individual Course Committee, faculty senate, university registrar, graduate college, financial aid and scholarships, institutional research, admissions, and the dean of students, the vice provost for undergraduate education, the associate provost for faculty and academic planning, the executive dean of regional higher education, and the senior vice provost for instructional innovation.

When an exemption is approved by UCC, the Chair of UCC Programs Review Committee will calendar a review of the program based on the agreed upon expiration date. The Programs Review Committee will report on these reviews in the usual manner to UCC. Note that because these programs have an approved end date, the review will need to take place in such time that allows for appropriate review and action prior to that end date in order to maintain a seamless program (i.e., if a program is approved with an end date of June 30, 2018, the review will need to be completed well before that date; otherwise, the program would be stopped on June 30 while the review continues).

In addition to the standard details required for program proposals as determined by colleges and PC, requests for policy exemptions should include the following:

- Identified risks and mitigation strategies (especially, but not solely, as related to student risk and accreditation concerns)
- Financial/resource impact on university (e.g., reporting, staff effort to work around administrative system limitations) and anticipated revenue
- Requested duration of pilot necessary to deliver informative results (with an upper limit of 3 years), with a suggested expiration date to be agreed upon by PC and UCC
- A plan for students enrolled in the pilot to reasonably complete the program without loss of academic progress or increases in costs in the event that the program expires

Referring Ohio University Documents of Authority

[Faculty Handbook](#)

[Undergraduate and Graduate Catalogs](#)

Faculty Senate Resolutions

- [Resolution Establishing the Minimum Requirements for Clinical/Professional Doctoral Programs](#)
- [Resolution to Establish a Bridge Committee between the Programs Committee of the University Curriculum Council and the Curriculum Committee of the Graduate Council](#)
- [Resolution Specifying the Minimum Number of Hours to Graduate after the Transition from Quarters to Semesters](#)
- [Resolution on Minimum Graduation Hours for Graduate Programs in Q2S](#)
- [Resolution to Approve Credit Hours for Minors and Certificates Under Semesters](#)
- [Resolution to Revise Credit Hours for Certificates](#)

UCC Documents

- [Policy on the Use of Degree, Major, Minor, and Certificate Language](#)
- [Expedited Program Change Requests](#)
- [Definitions and Requirements for Certificate Program](#)
- [Minor and Certificate Programs](#)
- [Policy on Granting an Exemption from Program Requirements](#)
- [Program Relocation Process](#)
- [Cross Departmental Requirements](#)
- [Process for Offering Approved Undergraduate Programs at other Ohio University Campuses](#)
- [Recommendations for Assessment Language](#)

Document History and Changes

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April 30, 2019: revisions incorporating suggestions to UCC for 2nd reading

Review of this manual will take place no less than every two years. Next review will take place before April 1, 2021.