

Summary of Program Approval Processes at System Office/Board of Regents

| PROPOSAL TYPE | BOR FORM | SO/BOR PROCESS |
|---|---|---|
| Minors | BOR minors notification form | <ol style="list-style-type: none"> 1) System Office (SO) notification only for all new minors (regardless of whether the institution offers a major in the discipline area) 2) No approval required for institutional guidelines 3) The Office of Academic Programs will track and list minors on its website |
| Certificates | BOR certificate notification form (stand-alone) | <ol style="list-style-type: none"> 1) SO notification only for all new stand-alone certificates 2) SO notification when changes are made 3) The Office of Academic Programs will coordinate the listing of certificate programs in our Degrees & Majors inventory 4) Embedded certificates do not require SO notification and are not listed in our Degrees & Majors inventory |
| Dual Degrees | BOR dual degree within a single institution form BOR dual degree between institutions form | <ol style="list-style-type: none"> 1) Adopt SACS definition of dual degrees as defined in the SACS Policy on Collaborative Academic Arrangements (June, 2010) 2) All dual degrees sent as notification only to SO two weeks prior to implementation 3) For dual degrees between institutions, only a copy of the documentation required by SACS is submitted to SO |
| Joint Degrees | BOR joint degrees with a SACS-COC accredited institution form BOR joint degrees with a USDE-recognized accredited institution other than SACS-COC BOR joint degrees with a non-USDE-recognized accredited institution notification form | <ol style="list-style-type: none"> 1) Adopt SACS definitions of joint degrees as defined in the SACS Policy on Collaborative Academic Arrangements (June, 2010) 2) When partner institution(s) is/are SACS accredited or accredited by a USDE – recognized accreditor sent as notification only to SO prior to implementation 3) If partner institution is not SACS accredited or accredited by a USDE-recognized accreditor then SO administrative approval is required |
| External, off-campus location designated as a campus, center, a consortium for face-to-face instruction | BOR request for a branch campus, center, or consortium | BOR Approval through Committee on Academic Affairs |

| APPROVAL TYPE | BOR FORM | SO/BOR PROCESS |
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| External offering of 50% or more of an existing BOR approved program at a BOR approved campus, center, or consortium | BOR external degree offering of an approved program at an existing instructional site | SO administrative approval prior to implementation |
| External offering of 50% or more of an existing BOR approved program at a contractual site (e.g., school, business, etc.) | BOR external degree offering of an approved program at a contractual/time limited location | SO administrative approval prior to implementation |
| After an institution is approved to offer programs via distance learning the offering of additional BOR-approved existing programs 50% or more via distance learning that does not require SACS approval of a substantive change | BOR distance learning delivery of existing approved program notification | SO notification to our office prior to implementation |
| New Degree/Major, regardless of delivery | BOR concept paper (optional) BOR one-stem academic program proposal form | BOR approval through Committee on Academic Affairs |
| Substantive Change of any type | BOR substantive change form | So administrative approval prior to implementation |
| Termination of Degree/Major | BOR program termination form | BOR approval through Committee on Academic Affairs |
| Deactivation of Degree/Major | BOR program deactivation form | So administrative approval prior to deactivation |
| General Education Course (adding to core area, changing between core areas, change to course already approved) | USG core course proposal form | Appropriate BOR Academic Advisory Committee USG General Education Council |
| General Education Learning Outcomes changes | USG core learning outcomes proposal form | USG General Education Council |