SECTION I

PART B   POLICY AND PROCEDURES FOR THE APPROVAL OF NEW ACADEMIC
                PROGRAMS IN STATE-SUPPORTED INSTITUTIONS OF HIGHER
                EDUCATION IN COLORADO

1.00   Introduction

No degree may be offered at a state postsecondary institution unless approved by the Commission. The public higher education system is intended to provide differentiated access to degree programs, specifically broad geographic access to undergraduate programs, access to master's degree programs based on market demand, and unique access to doctoral degree programs. The criteria that applies to academic degree approval, including Associate of Arts, Associate of Science, baccalaureate and graduate degree programs[1], are role and mission, duplication, quality, capacity, bona fide need and consistency with statutory requirements. The Commission does not consider or approve certificate programs offered by four-year institutions.

2.00   Statutory Authority

By statute, the Colorado Commission on Higher Education has the responsibility to review and approve proposals for new programs. The statute (C.R.S. 23-1-107(1)) reads:

> **The commission shall review and approve, consistent with the institutional role and mission and statewide expectations and goals, the proposal for any new program before its establishment in any institution and transmit its decision to the institution within a reasonable time after receipt of such proposal. No institution shall establish a new program without first receiving the approval of the commission. As used in this subsection (1), "new program" includes any new curriculum that would lead to a new vocational or academic degree. The commission shall further define what constitutes an academic or vocational program and shall establish criteria or guidelines that define programs and procedures for approval of new academic or vocational program offerings**.

> **Establish such academic and vocational education planning as may be necessary to accomplish and sustain system wide goals of high quality, access, diversity, efficiency, and accountability (C.R.S. 23-1-108 (b)).**

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1 Proposals for Associate of Applied Science degree programs follow the process outlined in *An Agreement on the Process and the Principles for Approval of A.A.S. Degree Programs*

3.00   Goals, Principles, and Terminology

3.01   Policy Goals

The goals of CCHE's approval policy for academic degree programs include:

- Fostering high quality, innovative degree programs that offer quality learning opportunities for students.
- Coordinating the degree approval process to ensure that all programs support the statutory role and mission responsibilities of Colorado public higher education institutions and protect against unnecessary duplication.
- Assisting the governing boards in ensuring program quality, prudent use of resources, and the program's capacity to meet the needs of its students.

3.02   Principles

The policy is based on the following principles:

1. The Commission, the governing boards, and the institutions are accountable to the General Assembly and the taxpayers of Colorado for wise stewardship of state resources.
2. The Commission is accountable to protect the rights of students who pursue degree programs in the public system of higher education, including implementing the Student Bill of Rights.
3. All degree programs approved under this policy are program and institution specific. An institution may not extend its degree granting authority to other institutions.
4. The Commission approval process applies to all curriculum regardless of funding method, including cash-funded or programs offered under enterprise status.
5. The Commission-established criteria include role and mission, bona fide need, and consistency with statutory requirements.   The governing boards will evaluate the program quality and institutional capacity to offer the proposed degree.
6. Bona fide need is measured by the program's intrinsic value, i.e., the graduation requirements are within statutory limits and provide real value to students, and its extrinsic value, i.e., student demand for the program and state need for the graduates. Duplication is measured by number of degree programs available in Colorado and the cost of delivery.

4.00   Process and Procedures

The academic degree approval involves:
- Review of state issues (role and mission, duplication, bona fide need).
- Governing board approval.
- Post-approval review.

4.01   Review of State Issues

4.01.01   Prior to governing board action to approve a new academic degree, a governing board shall forward to CCHE an electronic copy of the proposal materials prepared for the governing board, including:
- Curriculum design, including course descriptions and prerequisites.
- Table 1: Enrollment and Graduation Projections
- Table 2: Physical Plant Needs
- Table 3: Revenue and Expense Projections
- External consultant's review if the institution is proposing a graduate degree program.

4.01.02   CCHE will respond within 60 calendar days from the date that all required material is submitted. It will review the proposal in the context of role and mission, duplication, consistency with the Student Bill of Rights and other statutory requirements.

4.01.03   If CCHE determines that the proposed program does support an institution's statutory role and mission, is non-duplicative, and meets statutory requirements, it will inform the governing board and the institution may proceed to act on the proposal.

4.01.04   If CCHE determines that the proposed program is inconsistent with role and mission or duplicative, it shall communicate the concern in writing to the requesting governing board. No new degree will be approved or implemented if CCHE determines the program is inconsistent with role and mission or duplicative.

4.02   Governing Board Approval.

4.02.01   The governing board shall review the quality of the degree and the capacity of the institution to offer the proposed degree program. If the governing board accepts the responsibility for delivering the degree program, including providing the financial support as needed to maintain a quality curriculum, it shall vote on this action in a public meeting and forward its approval decision to CCHE.

4.02.02   The governing board shall forward a Statement of Assurances that states that the governing board accepts the fiduciary responsibility for the degree program and will provide the necessary resources to support the degree.

4.02.03   CCHE shall report the governing board approval actions semi-annually as part of the Commission agenda.

4.03   Post-Approval Review

Commission staff will report annually to the Commission on the student enrollment and completion data of degree programs (*Annual Follow-Up Report of Newly Approved Degree Programs)*. The third and fifth years following program implementation are accountability milestones in the degree approval process.

4.03.01   If a degree program fails to meet its enrollment projections, graduation projections, or the students' progress toward a baccalaureate degree indicates that it will not meet projections or state benchmarks, the Commission will take appropriate action,

including discontinuing the degree program. This action will occur when the institution's program is in third year of the *Annual Follow-Up Report of Newly Approved Degree Programs*. Discontinuance means the institution may not admit new students and has two years to teach-out the enrolled students. The governing board has a right to testify at the Commission meeting, documenting its appeal with validated data on student demand.

4.03.02 If a program meets its enrollment and graduation projections and the state benchmarks, the Commission will grant full approval to the degree program at the end of the fifth year. It will be placed in the normal governing board review procedures.

4.03.03 If the institution does not implement the degree within two years, the approval to offer the program shall expire.

4.03.04 The approval is valid under the condition that the institution maintains accreditation by Higher Learning Commission, a commission of the North Central Association of Colleges and Schools (NCA). An institution shall inform the Commission in advance of any NCA comprehensive or focused visit and provide the Commission with a copy of the NCA final report. CCHE will send a representative to the NCA exit interview as an observer.

4.04 Changes to existing approved programs.

4.04.01 Proposals that involve expanding the academic scope of an approved degree, program "restructuring," or substantive academic changes shall follow the approval process outlined in section 4.01 of this policy and the governing board review procedures that apply to this type of program request.

4.04.02 Program name changes and "new programs" that involve the consolidation of several existing programs into one program or renaming an existing program may be approved by CCHE staff. The governing board needs to forward requests in a letter.

Appendix A:

Definition of Terms

An <u>academic degree</u> program consists of an approved curriculum that meets academic standards that are consistent with an accredited institution and comply with statutory requirements.

<u>Academic year</u> is the period of time extending from July 1 of one year and ending June 30 of the succeeding year.

<u>Degree level</u> refers to the level of degree/certificate conferred upon the student for successful completion of a program (for example, certificate, associate, baccalaureate, doctorate).

<u>Degree title</u> is defined as the specific academic designation that is awarded upon completion of the curriculum. Additional degree titles may not be appended to the approved program without Commission approval, since the degree title is part of the approval process.

- <u>Associate of Arts (A.A.)</u>. A two-year academic degree designed to transfer to a four-year degree program, limited to 60 credits.
  - An Associate of Arts without distinction is designed to transfer into liberal arts programs.
  - An Associate of Arts degree with a program distinction is designed to transfer into a specific four-year program aligned with a Statewide Articulation Agreement.

- <u>Associate of Science (A.S.)</u>. A two-year academic degree designed to transfer to a four-year degree program, limited to 60 credits.
  - An Associate of Science without distinction is designed to transfer into math and science degree programs.
  - An Associate of Science degree with a program distinction is designed to transfer into a specific four-year program aligned with a Statewide Articulation Agreement.

- <u>Associate of General Studies</u> (A.G.S.). A two-year academic degree not designed to transfer, limited to 60 credits.

- Bachelor Degree. A four-year academic degree, limited to 120 credits, with one of the following degree titles.
  - <u>Bachelor of Arts (B.A.)</u> and <u>Bachelor of Science (B.S.)</u>
  - <u>Bachelor of Fine Arts (B.F.A.)</u> A visual or performing arts degree that meets accreditation for the studio arts.
  - <u>Bachelor of "specific field"</u> (e.g., Social Work, Nursing, Business Administration). An accredited professional degree program. Professional degree programs that are required to meet external accreditation requirements

may be approved by the Commission to exceed the 120 statutory baccalaureate degree limit.

- Master's Degree. A graduate degree that requires the successful completion of a program of study of at least 1 but not more than 2 academic years of work beyond the bachelor's degree.
    - Master of Arts (M.A.) and Master of Science (M.S.) A 30- to 60-credit degree program that requires a thesis or research project.
    - Master in a "specific field" (e.g., Social Work, Nursing, Business Administration). A course only degree program.

- First Professional Degree. An entry-level degree in one of the 11 nationally designated fields of study.
    - Chiropractic (D.C., D.C.M.)
    - Dentistry (D.D.S.)
    - Law (L.L.B., J.D.)
    - Medicine (M.D.)
    - Optometry (O.D.)
    - Osteopathic Medicine (D.O.)
    - Pharmacy (Pharm.D)
    - Podiatry ((D.P.M.)
    - Veterinary Medicine (D.V.M.)
    - Rabbinical and Talmudic Studies (M.H.L, Rav)
    - Divinity Ministry (M.Div)

- Doctoral Degree. An award that requires advanced work beyond the master's degree at the graduate level, including the preparation and defense of a dissertation based on original research or the planning and execution of an original project involving applied research. An award has one of the following degree titles.
    - Doctor of Philosophy (Ph.D).
    - Doctor of Education (Ed.D)

Program name is the official designation, determined by the institution and approved by the Commission that describes the program, for example: Sociology, Biochemistry, or Nursing. The approved program name is the only descriptor that may be used to identify a program in publications or on a diploma. While the diploma may not list program options or tracks, a transcript may provide such information.

APPENDIX B

The Academic Degree Approval Policy specifies three tables that each institution is required to submit with the program proposal. They provide program demand and capacity information necessary for the governing board and the Commission to assess the cost effectiveness and program demand for the proposed program.

- Enrollment and graduation projections will be used to monitor actual student demand for the degree program.

- When the governing board signs the statement of assurances, it accepts the responsibility for providing the resources as stated in Table 3.

- While the governing board may add additional signatures to these forms, the current signatures are required.

Statement of Assurances, signed by governing board president.

The letter shall state in effect that:

"In conveying this proposal, the governing board makes the following assurances:

1. The governing board has thoroughly reviewed the implementation plan for the proposed [name of degree program] and finds it of high quality and with appropriate funding.
2. The governing board commits to ensuring that the quality and funding stay at appropriate levels into the future.

The governing board voted to approve this degree program on [date of board meeting] with an implementation date beginning [month, year]."

TABLE 1: ENROLLMENT PROJECTIONS

Name of Program: _____

Degree Title _____

Name of Institution: _____

DEFINITIONS:
Academic year is the period beginning July 1 and concluding June 30.

Headcount projections represent an unduplicated count of those students officially admitted to the program and enrolled at the institution during the academic year.

FTE is defined as the full-time equivalent number of those students majoring in the program, regardless of the classes enrolled, during the academic year.

Program graduate is defined as a student who finishes all academic program requirements and graduates with a formal award within a particular academic year.

SPECIAL NOTES:
To calculate the annual headcount enrollment, add new enrollees to the previous year headcount and subtract the number who graduated in the preceding year. Adjust by the anticipated attrition rate.

To calculate FTE, multiply the number of students times the projected number of credit hours degree seeking students will be typically enrolled in per year and divide by 30.

The data in each column is the annual **unduplicated** number of declared program majors. Since this table documents program demand, course enrollments are not relevant and shall not be included in the headcount or FTE data.

		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Full Implementation
1-a	In-state Headcount						
1-b	Out-of-State Headcount						
2	Program Headcount						
3-a	In-state FTE						
3-b	Out-of-state						

	FTE						
4	Program FTE						
5	Program Graduates						

_____   _____

Signature of Governing Board Information Officer   Date

TABLE 2 - PHYSICAL CAPACITY ESTIMATES

Name of Program: _____

Name of Institution: _____

Purpose: This table documents the physical capacity of the institution to offer the program and/or the plan for achieving the capacity. Complete A or B.

Part A

I certify that this proposed degree program can be fully implemented and accommodate the enrollment projections provided in this proposal without requiring additional space or renovating existing space during the first five years.

_____   _____
Governing Board Capital Construction Officer   Date

Part B

	Column 1	Column 2	Column 3		Column 4		Column 5	Column 6
ASSIGNABLE SQUARE FEET	TOTAL NEEDED	AVAIL-ABLE	RENOVATION		NEW CONSTRUCTION		LEASE/ RENT	REVENUE SOURCE*
TYPE OF SPACE			Immed	Future	Immed	Future		
Classroom								
Instructional Lab								
Offices								
Study								
Special/General Use								
Other:								
TOTAL								

* Capital Construction Fund (CCF), Research Building Revolving Fund (RBRF), Gift (GIFT), Grant (GR), Auxiliary Fund (AUX)

Attach a narrative describing the institutional contingency plan that addresses the space requirements of the proposed program or alternative delivery options, in the event that the request for capital construction or renovation is not approved.

_____   _____
Governing Board Capital Construction Officer   Date

TABLE 3 - PROJECTED EXPENSE AND REVENUE ESTIMATES

All cost and revenue projections should be in constant dollars (do not include an inflation factor).

		ESTIMATED AMOUNT in DOLLARS (PV)				
		Year 1	Year 2	Year 3	Year 4	Year 5
Operating Expenses:						
1	Faculty					
2	Financial Aid specific to program					
3	Instructional Materials					
4	Program Administration					
5	Rent/Lease					
6	Other Operating Costs					
7	Total Operating Expenses					
Program Start-Up Expenses						
8	Capital Construction					
9	Equipment Acquisitions					
10	Library Acquisitions					
11	Total Program Start-Up Exp.					
TOTAL PROGRAM EXPENSES						
Enrollment Revenue						
12	General Fund: State Support					
13	Cash Revenue: Tuition					
14	Cash Revenue: Fees					
Other Revenue						
15	Federal Grants					
16	Corporate Grants/Donations					

		ESTIMATED AMOUNT in DOLLARS (PV)				
17	Other fund sources *					
18	Institutional Reallocation **					
TOTAL PROGRAM REVENUE						

**If revenues are projected in this line, please attach an explanation of the specific source of the funds. If reallocated, the specific departments and the impact the dollars will have on the departments that will provide the reallocated dollars.

_____   _____   _____
Signature of Governing Board Financial Officer   Title   Date

DEFINITIONS for TABLE 3: PROJECTED EXPENSES AND REVENUE ESTIMATES

COST DEFINITIONS:

Faculty: Compensation for instructional faculty (salaries and benefits).

Financial Aid: The total amount of grants, scholarships, teaching assistantships, and work-study dollars that are designated for students enrolled in the proposed program.

Instructional
Materials: The total dollars budgeted for instructional materials, computer support for the proposed program.

Program
Administration: Compensation for secretarial staff and the department chair, travel, and non-instructional program materials. Do not include the costs attributed to executive management costs, i.e., governing board or general institution administration costs.

Rent/Lease: The actual costs associated with renting space necessary for the program.

Other Op. Costs: Any other operating costs that are program related that are not included elsewhere.

Total Operating
Expenses: The sum of the annual expenses associated with delivering the proposed program, including Equipment, Faculty, Financial Aid, Instructional Materials, Program Administration, Rent/Lease, and Other Operating Costs.

Capital Constr.: The estimated capital construction costs for program space needs identified in Table 2.

Equipment
Acquisitions: The capital expenditures for new equipment necessary to deliver the program as proposed (one-time costs), excluding maintenance and upgrades.

Library
Acquisitions: The additional dollars in the library budget that will support the proposed degree program's needs.

Total Program
Start-Up Exp.: The sum of all one-time expenditures associated with implementing the program, including capital construction, equipment acquisitions, and library acquisitions.

Total Program
Expenses: The sum of Total Operating Expenses and Total Program Start-Up Expenses.

REVENUE DEFINITIONS:

General Fund:

State Support   The state funds that will be generated using the current higher education funding formula (average state appropriation per resident FTE times by projected program FTE).

Cash Rev:

Tuition   Cash generated from the tuition charged to students who enroll in the program.

Cash Rev: Fees   Cash generated from program or course fees charged to students who enroll in the program.

Federal Grants: The portion of revenue received from federal grants programs that will directly support the program or the program's students.

Corporate Grants/

Donations: Corporate grants, endowments, or donations that will support the academic program teaching or research activities.

Other Fund

Sources   Outside funds not included above that will support the program if approved.

Inst.

Reallocation   The funds that the institution has committed to support the program to meet expenses.

Total Pgm.

Revenue   The total of General Fund, Tuition, Fees, Federal Grants, Corporate Grants, Institutional Reallocation, and Other Revenue.