Degree Actions and Academic Structure Changes

Policies and Procedures Manual

October 2017

Office of the Provost
Washington State University

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SECTION I

PROCESS DOCUMENTS

Office of the Provost
Washington State University

PROCESS OVERVIEW AND RATIONALE

Provost's Office Phases

Pre-Proposal Phase (Notice of Intent): The purpose of the Pre-proposal Phase is to inform academic units across the university of potential changes at the degree program level. This enables the identification of any conflicts and possible collaborations with existing or planned programs before significant time is invested in the development of a full proposal. Additionally, the review of pre-proposals within the Provost's Office enables the alignment of proposed degree programs with university goals to be assessed prior to developing a full proposal.

Did You Know? ***Accreditation policies prohibit advertising or recruiting students for a new program not yet approved by the Board of Regents AND by the Northwest Commission on Colleges and Universities. The NOI phase allows the university to begin dialog with the accreditors and also with the state through the ICAPP review process.***

- ICAPP Review (Interinstitutional Committee on Academic Program Planning, Council of Presidents, http://www.councilofpresidents.org/icapp.html): "ICAPP performs a role in the planning stages of both new baccalaureate and graduate degree programs and existing programs for new locations or modalities. Its purpose is to provide a forum for communication, transparency, feedback, collegial resolution of differences, and exploration of partnership opportunities among the members from the six public baccalaureate institutions and the State Board of Community and Technical Colleges."

Full Proposal Phase: The purpose of the Provost's Office Full Proposal Phase is to assure that financial resources and personnel, learning outcome assessment, and diversity provisions are sufficient. Additionally, the examination enables the identification and resolution of any issues before proposals are forwarded to the Faculty Senate and, when deemed necessary, the inclusion of external reviewers.

Proposals may be tracked on the Provost's Office website: https://provost.wsu.edu/procedures/degree-approval/

Faculty Senate Phase

After the Provost's Office has reviewed the proposal and released it for submission to the Faculty Senate approval process, the signed forms, proposal, and accompanying documents will be forwarded to the Registrar's Office and to the Faculty Senate Office for review and approval by the appropriate committees and the Faculty Senate. Proposals may be tracked at: https://facsen.wsu.edu/

NOTE: The Faculty Senate Curriculum Subcommittee will not consider new program proposals until new courses and requirements for that program have been approved.
If the new degree will include new courses or new program requirements, submit the required change forms (https://www.ronet.wsu.edu/ROPubs/Apps/HomePage.ASP) directly to the Registrar's Office at the same time the proposal itself is sent to the Provost's Office.

The Board of Regents' approval is required for some submissions to NWCCU (see document action chart); NWCCU approval is required for advertising and for submission to Dept. of Ed. for financial aid approval.

Post-Approval Notifications: Various state, federal, and regional accreditation offices must be notified of **any** changes to degrees. This is handled by the Provost's Office.

- Washington Student Achievement Council Notification – The WSAC maintains the database of all degree programs offered in the state of Washington, as well as of the programs approved for students using veterans' benefits, and they are responsible for identifying underserved regions and populations, as well as fields of study where there is unmet state need. So it is important that their inventory of programs is kept up to date.

INFORMATION ON REVIEW PROCESS FOR GRADUATE PROGRAM DOCUMENTS (July 2017)

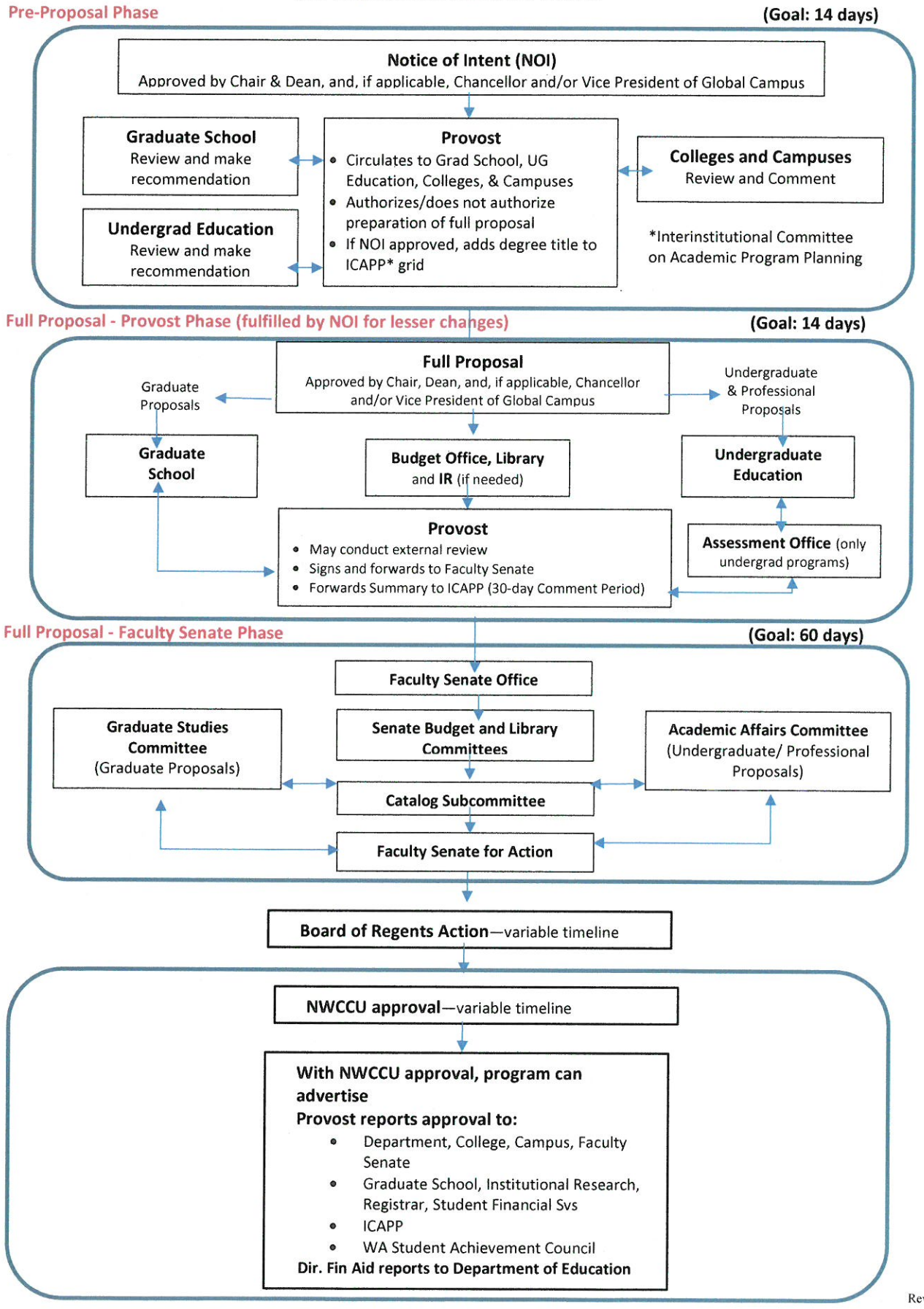
ACTION/DOCUMENT TYPE	Preliminary Review--Graduate School Administrative Team	Official Submission to Provost Office	Official Submission to Faculty Senate	Official Submission to Board of Regents	Official Submission to NWCCU	Notification to other Agencies	Internal Notifications
Create new program or degree	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	Faculty Senate: notifies Provost's Office of completed actions. Provost's Office: submits to Regents, NWCCU, ICAPP. After NWCCU approval, Provost's Office notifies: Registrar's Office, Institutional Research, Faculty Senate, Graduate School, Assessment of Teaching & Learning, Admissions, Campus VCAAs, campus registrars, Enterprise Systems Group
Discontinue program or degree	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Moratorium on admissions for up to 2 years	Required	Required	Information item	Information item	No	DOE/ICAPP/WA SAC	
Suspension of admissions for more than 2 academic years	Required	Required	Information item	Information item	Required if two years or more	DOE/ICAPP/WA SAC	
Extend program or degree to Global Campus	Recommended	Required	Required	Information item	Required	DOE/ICAPP/WA SAC	
Extend program or degree to new location	Recommended	Required	Required	Information item	Annual reporting only	DOE/ICAPP/WA SAC	
Rename a program	Recommended	Required	Required	Information item	Annual reporting only	DOE/ICAPP/WA SAC	
Consolidate 2 or more programs	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Align program name with degree name	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
All action for certificates 30 credits or more	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Create new certificate (under 30 credits)	Recommended	No	Required	No	No	No	Registrar's Office generates memo to: Institutional Research, Graduate School, Admissions, Enterprise Systems Group, campus VCAAs and campus registrars
Discontinue certificate (under 30 credits)	Recommended	No	Required	No	No	No	
Suspend admissions for certificate under 30 credits (certificate moratorium for more than 1 academic year)	Required	No	Information item	No	No	No	
Extend certificate (under 30 credits) to new location	Recommended	No	Information item	No	No	No	
New bylaws	Required	No	Required	No	No	No	
Revised bylaws	Required	No	Required	No	No	No	
Revised program or degree requirements	Recommended	No	Required	No	No	No	
New/Revised Graduate School Policies and Procedures	Required	No	Required	Depends upon policy change	Depends upon policy change	Depends upon policy change	Depends upon policy change
CONTACT: Dr. Lori Carris, Graduate School, 5-7008, carris@wsu.edu	**NOTE:** Programs and certificates that have suspended admissions for one academic year should have a notice on their Fact Sheet page.			**NOTE:** Final internal approval authority for suspension, renaming, and extending programs is the President.			

INFORMATION ON REVIEW PROCESS FOR UNDERGRADUATE PROGRAM DOCUMENTS (July 2017)

ACTION/DOCUMENT TYPE	Preliminary Review--Provost's Office	Official Submission to Provost Office	Official Submission to Faculty Senate	Official Submission to Board of Regents	Official Submission to NWCCU	Notification to other Agencies?	Internal Notifications
Create new program or degree	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	Faculty Senate: notifies Provost's Office of completed actions. Provost's Office: submits to Regents, NWCCU, ICAPP. After NWCCU approval, Provost's Office notifies: Registrar's Office, Institutional Research, Faculty Senate, Graduate School, Assessment of Teaching & Learning, Admissions, Campus VCAAs, campus registrars, Enterprise Systems Group
Discontinue program or degree	Required	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Extend program or degree to Global Campus	Recommended	Required	Required	Information item	Required	DOE/ICAPP/WA SAC	
Extend program or degree to new location	Recommended	Required	Required	Information item	Annual reporting only	DOE/ICAPP/WA SAC	
Rename a program	Recommended	Required	Required	Information item	Annual reporting only	DOE/ICAPP/WA SAC	
Consolidate 2 or more programs	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Align program name with degree name	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
All action for certificates 30 credits or more	Recommended	Required	Required	Required	Required	DOE/ICAPP/WA SAC	
Create new certificate (under 30 credits)	Recommended	No	Required	No	No	No	Registrar's Office generates memo to: Institutional Research, Graduate School, Admissions, Enterprise Systems Group, campus VCAAs and campus registrars
Discontinue certificate (under 30 credits)	Recommended	No	Required	No	No	No	
Suspend admissions for certificate under 30 credits (certificate moratorium for more than 1 academic year)	Recommended	No	Information item	No	No	No	
Extend certificate (under 30 credits) to new location	Recommended	No	Information item	No	No	No	
NOTE: Undergraduate majors may suspend certification in order to reorganize. See EPPM policy on certification.	**CONTACT: Assistant Vice Provost Craig Parks, 5-7129 parkscd@wsu.edu**			**NOTE**: Final internal approval authority for renaming and extending programs is the President.			

Review Process for Degree Actions

(see Document Action Chart for Details)



Rev. 7/11/17

SECTION II

PRELIMINARY MATERIALS

Office of the Provost
Washington State University

DEMAND ANALYSIS TO ACCOMPANY NOTICE OF INTENT FOR NEW OR EXTENDED DEGREES

The information from this form will be used:

- In summary form in the Notice of Intent
- In the Financial Analysis spreadsheet
- In the New Degree Proposal form
- In the submission for accreditation to the Northwest Commission on Colleges and Universities after approval by the Board of Regents

Using the information you developed in the Demand Analysis Workbook, please complete the form below and submit with your Notice of Intent. You do not need to submit the Workbook itself.

Proposed Degree		**Location:**	

1. **Employer Demand**

   If you are extending a degree, or have a related existing degree, briefly summarize the employment outcomes for your graduates.
   What is the state and regional employment demand for this degree?
   Is long-term employer demand expected to grow, remain stable, or decline?
   What is your evidence?

Answer here:

2. **Competitors**

   Who are your competitors? What is their competitive advantage? Are competitor-institutions planning to introduce similar programs/expand existing ones? Why is your department/school able to provide the proposed new degree better than other WSU departments/schools or other universities?

Answer here:

3. Student Demand

Describe the target market in light of regional population trends, especially in the target age group.
What is the current number of students in existing programs in the proposed market area in this field? What is the potential number of students forecasted?
What are the key characteristics of the market segment you seek? How will your degree serve their needs?

Answer here:

Expected FTE					
Year 1		Year 2		Year 3	

How did you arrive at these numbers? How do they compare with your current enrollments in an existing degree or option, or related degree?

Answer here:

4. Recruitment Plan

How and where are students going to find out about this program? Who will represent this department in its promotion activities? What specific venues can you use to promote an awareness of this new program? What means will be used to access and educate businesses, industry, agencies, and/or institutions about this offering?

Answer here:

GUIDANCE FOR COMPLETING THE FINANCIAL ANALYSIS WORKSHEET

A major factor in determining whether or not a proposed program or new location(s) is viable is financial feasibility. The accompanying Excel spreadsheet contains tables that can be pasted into the proposal document when completed. Both your college's Finance Officer and the University Budget Office are available to assist you with this spreadsheet.

Enrollment Projections – Table 1
Use Table 1 of the spreadsheet to report enrollment projections for the program. Student headcount (HDC) and AAFTE (annual average full time equivalent) from Table 1 will automatically transfer to Table 2 - Cost and Revenue Projections. Enrollment projections should be grounded in the demand analysis and justified in the budget narrative.

Cost per student AAFTE will be considered when evaluating new programs. The State Office of Financial Management (OFM) publishes an annual higher education expenditure study that reports per AAFTE costs for state supported undergraduate and graduate students. Results of the study can be found here: OFM Expenditure Study. The OFM study may be used as a guideline when estimating costs. Because the amounts reported are overall averages for all programs bear in mind that per AAFTE costs for specific disciplines will be higher or lower than reported by OFM.

Cost and Revenue Projections – Table 2
Many of the expenses involved in creating new programs and/or extending existing programs to new location(s) can be absorbed within existing resources. However, a new program can add fixed and variable costs that require new resources.

If you anticipate similar kinds and sizes of courses and similar methods of delivery as an existing program, you may be able to project the costs of the new program fairly closely by determining the cost of the existing program. If the new program will use different delivery methods, start with fewer students, or otherwise differ from the existing one, this may not be the case. Check with your college's Finance Officer or the Budget Office for assistance.

Direct and indirect expenses must be considered in the financial analysis.
Direct expenses are specifically tied to the proposed program and include:

- Salaries and benefits (Faculty, Administrator, Clerical Support, Graduate Assistants)
- Goods and Services – classroom materials, phones, copying,
- Travel costs
- Equipment costs
- Other

Indirect expenses are costs associated with existing or additional support services that increase incrementally because of the addition of the program. These costs should not be confused with the Facilities and Administrative (F&A) costs that are applied to grants and contracts. The indirect costs related to new programs are the facilities, administrative support and student services costs that are in place to support the delivery of the University's academic programs. The indirect cost rate is automatically calculated in Table 2.

Detailed Information for Completing Table 2

Expenditure Section – identify direct costs of the program:

- Complete the template using your best estimates of the costs to deliver this new program for the first two years of delivery and in the year that you expect it to reach full capacity (Year N). It is often true that the first year of a program has higher costs per student FTE, as the enrollments in early years are lower than expected at full capacity. Over time, as the number of FTE increase, the costs per FTE will decrease.

- Enter the staffing needs for the program (faculty, graduate students, exempt and classified staff). A full-time appointment is 1 FTE, half-time is 0.5 FTE, etc. List the job titles (not individual's names) and FTE for each category of employee on the template along with their salary amounts.

- Use the most recent benefit model located here to estimate benefits.

- Estimate operating expenses for goods and services, travel, and equipment. (Include both one-time and on-going costs)

- The spreadsheet will automatically sum direct costs and calculate indirect costs and cost per student AAFTE.

- Finally, identify any one-time costs included in the annual totals. The spreadsheet will calculate recurring totals based on the one-time costs entered. (All indirect costs are recurring.)

Revenue Section – break down the anticipated sources of funds according to these categories:

- **Internal Reallocations** indicate the portion of the costs within the column that will be covered by reallocation of resources from other programs within the department or college.

- **Enrollment Funding** should include new allocations expected from increased undergraduate enrollment funding (EBB) or graduate DDP funding.

- The **New State Funds** row should only be shown as a source when a program will await the availability of new funds through the State budget request process. (New state funding is generally not an option as the legislature is not expected to increase appropriations for general enrollment.) Note that listing items in the New State Funds column does not imply or guarantee that these funds will be available.

- The **WSU Allocation** row is to be used if funds are available to expand programming due to internal reallocations at the institutional level ("central").

- **Indirect Allocation** is equal to the indirect cost burden to be absorbed centrally to provide support services for delivery of the program.

- **Other sources** of funds should be described if listed.

Revenue commitments from colleges, campuses or other sources must be documented. Special arrangements outside normal budget policies must be documented.

Use Table 2 to report program costs and revenues

<INSERT PROGRAM TITLE>

10/4/2017

		1st FTE	2nd FTE	Nth* FTE	1st Academic Year	2nd Academic Year	Nth* Academic Year
Total Student HDC					0	0	0
Total Student AAFTE					0	0	0
					↑Enrollment values linked to Table 1↑		
Personnel							
Faculty		*↓Insert employee FTE by job title↓*			*↓Insert annual salaries by job title↓*		
<Insert Job Title>		0.00	0.00	0.00	-	-	-
<Insert Job Title>		0.00	0.00	0.00	-	-	-
<Insert Job Title>		0.00	0.00	0.00	-	-	-
<Insert Job Title>		0.00	0.00	0.00	-	-	-
<Insert Job Title>		0.00	0.00	0.00	-	-	-
<Insert Job Title>		0.00	0.00	0.00	-	-	-
	Subtotal	0.00	0.00	0.00	-	-	-
Exempt							
<Insert Job Title>		0.00	0.00	0.00	-	-	-
<Insert Job Title>		0.00	0.00	0.00	-	-	-
	Subtotal	0.00	0.00	0.00	-	-	-
Classified							
<Insert Job Title>		0.00	0.00	0.00	-	-	-
<Insert Job Title>		0.00	0.00	0.00	-	-	-
	Subtotal	0.00	0.00	0.00	-	-	-
Graduate							
<Insert Job Title>		0.00	0.00	0.00	-	-	-
<Insert Job Title>		0.00	0.00	0.00	-	-	-
	Subtotal	0.00	0.00	0.00	-	-	-
Total Personnel		0.00	0.00	0.00	-	-	-
Benefits					*↓Insert benefits based on current benefit rates↓*		
Faculty					-	-	-
Exempt					-	-	-
Classified					-	-	-
Graduate					-	-	-
Total Benefits					0	0	0
Link to current benefits model rates							
Goods and Services							
Travel					-	-	-
Equipment (laptops, cameras, software)					-	-	-
Total Direct Costs					0	0	0
Total Indirect Costs	35%				0	0	0
Total Costs					**0**	**0**	**0**
One-Time Costs included in Row 45		*User inputs one-time costs→*					
Recurring Costs		*Formula calculates recurring costs→*			*0*	*0*	*0*
Total Costs					***0***	***0***	***0***
		Calculated total cost per student AAFTE:			**#DIV/0!**	**#DIV/0!**	**#DIV/0!**
		Calculated direct cost per student AAFTE:			**#DIV/0!**	**#DIV/0!**	**#DIV/0!**
Revenue							
Internal Departmental /Area Reallocation					-	-	-
Enrollment Funding (EBB/Graduate DDP)					-	-	-
New State Funds					-	-	-
WSU Allocation (Institutional reallocation)					-	-	-
Indirect Allocation (Central reallocation for support services)					-	-	-
Other <Insert Description>					-	-	-
Total Revenue					**0**	**0**	**0**
					TRUE	TRUE	TRUE
					↑Total costs must equal total revenue↑		

"Note on Year "N": Please replace the letter "N" with the year in which you expect the program to reach full enrollment.

NEW PROGRAMS OR EXTENDING A DEGREE: ANALYZING LIBRARY CAPACITY

Complete this workbook to assess the adequacy of library holdings and services prior to filling in the New Program Proposal Template itself. You will transfer a summary of the key findings of the workbook to the new program/extending a degree proposal form.

The Faculty Senate Library Committee reviews all proposals for new degree and extended degree programs for adequacy of library holdings and services. To assist the committee in its deliberations, please address the topics below in your proposal in collaboration with the librarian(s) responsible for collection development in your discipline(s). The names of appropriate librarians are available from the Director of Libraries at 335-4558 or from your dean's office.

1. **In specific terms, describe the adequacy of existing capacity:**

Questions to ask:

- How adequate are the existing library collections for the proposed program?
- How adequate is the existing library equipment for the proposed program?
- How adequate are the existing personnel and services for the proposed program?
- How will this program contribute to the funding of existing serials, given their ever increasing costs?

Answer here:

2. What is the need for new library collections:

Areas to consider:

1. Serials (e.g., journals or indexes in print, electronic format, microform, etc.):
   a. List new serials titles (and costs) that will be needed.
   b. What funds have been designated for these titles and for the ongoing serials subscriptions?
   c. Can any of your current serials subscriptions be cancelled to purchase the new titles?
   d. What additional library equipment will be needed and how will it be funded (e.g., computers, desks/tables, etc.)?

2. Monographs (e.g., books in print, electronic format, etc.):
   a. Will monographs need to be purchased?
   b. Have continuing funds been designated for these and future purchases?
   c. What additional library equipment will be needed and how will it be funded?

3. Media (e.g., DVDs, sound recordings, etc.):
   a. Are media materials needed?
   b. Have funds been designated?
   c. What additional multimedia equipment will be needed and how will it be funded?

Answer here:

3. **What new library personnel will be needed?**

Questions to ask:

- Will specialized expertise be required to serve your new program?
- Will additional library staff or faculty need to be hired?
- If so, how will the position(s) be funded?

Answer here:

4. **What additional library services will be needed?**

Questions to ask:

- To what extent will additional interlibrary loan services be required?
- On-line network access?
- References services?
- Library user education?
- If so, have funds been designated for this purpose?

Answer here:

5. **For programs offered away from the Pullman campus: To what extent will collections and services be provided from Pullman and to what extent by other campus or local libraries?**

Answer here:

6. **Are there any other library resource considerations *(e.g., additional space)*?**

Answer here:

Please summarize this information on the new Program Proposal Template.

ASSESSMENT IN UNDERGRADUATE DEGREES MOVING ONLINE

Undergraduate programs who are planning to offer a degree online should review this information about assessment of student learning, and ensure they are prepared to meet the requirements. Feel free to work with Global Campus and/or contact the Office of Assessment of Teaching and Learning (ATL) to review your assessment plan and discuss assessment questions and examples.

ATL website: https://atl.wsu.edu/ ATL Contacts: https://atl.wsu.edu/contact-us/
Global Campus: Kelly Newell (newly moving online) or Rebecca Vandevord (already offered online)

Assessment and Accreditation. Each WSU degree program needs to systematically assess student learning, including at the senior-level; this is required to meet university accreditation standards and address current recommendations about systematic *assessment in online courses and programs.*

- Throughout the institution, attention is needed to ensure that online students and courses are included – with sufficient sample size and representation – in assessment activities for degrees offered online, and that these activities are adequately documented. *This area will get close review as part of the university's upcoming accreditation visit.*
- Document, through an effective, regular, and comprehensive system of assessment of student achievement, that students achieve course, program and degree learning outcomes.
- Ensure that faculty with teaching responsibilities are responsible for evaluating student learning outcome achievement.
- Implement assessment processes that evaluate authentic achievement of student learning and provide meaningful results.
- Ensure that UCORE [CAPS] instructors are aware of and meet assessment requirements for UCORE.
- *See the 2014 Provost's Task Force Report on Assessment in Online Degrees (link) for other recommendations.*

Review assessment plan. Initially, programs will need to consider their program-level assessment in any degree moving online. For example, some existing measures may need to be modified to include online students, such as exit interviews or oral presentations.

- The assessment plan should make clear how teaching faculty (online and on-campus) are involved in assessment activities and in interpretation & use of results.
- ATL recommends that the undergraduate program's assessment plan explicitly note how online students and courses will be included and how faculty teaching online participate in assessment.
- The program's assessment coordinator is welcome to contact ATL, as well as meeting with Global Campus, to discuss their assessment plan as they develop their proposal to offer the degree online.

Does this program already have established, systematic assessment in place? (see Cribsheet for Chairs below). In particular,

- As the program is planning to extend the degree online, review the assessment plan. What adjustments might be needed to include global campus students/courses? Who will handle the logistics?

- Does the program have an effective, sustainable direct measure of student learning, with adequate representation of students? How is the program assessing student learning at the senior-level (e.g., capstone or other course)?
- Who is the faculty assessment coordinator for this degree?
- Is there another faculty member who oversees online courses and instructors? Who will coordinate assessment and handle logistics? How will faculty teaching online participate in assessment?
- Does the department have the capacity to prioritize assessment, in order to collect, analyze, and use assessment at scale, on campus and online, as the number of majors increases?
- For additional information, see *Crib Sheet for Program-level Assessment* and *Planning Assessment In Undergraduate Degree* ("No Frills") in ATL's Assessment Plans Toolkit; WSU-wide annual summary of program assessment reports (posted on ATL's website); and ATL's other resources for assessment.

SECTION III

FORMS: CREATING, EXTENDING, RENAMING OR CHANGING TYPE OF DEGREE

Office of the Provost
Washington State University

NOTICE of INTENT (NOI)

NEW DEGREE or EXTENDING DEGREE to NEW LOCATIONS and/or to the Global Campus

Send this completed NOI in Word format electronically to the Office of the Provost (provost.deg.changes@wsu.edu).

Prior to your completing a full degree proposal, this form is circulated to other institutions in the state via the Interinstitutional Committee on Academic Program Planning (ICAPP) for a 30-day review. You may be contacted by other institutions regarding your plans.

Degree Title:	
Academic Program:	
Academic Plan:	
Number of Credits:	
Department(s) or Program(s):	
College(s):	
Campus(es):	
Method of Instructional Delivery	

Contact Name:		Email	
Contact Phone:		Proposed start date:	

Program Description and Rationale: Describe the proposed program, including focus, overview of the curriculum, and a brief rationale for offering the program at this time and/or place.
Documentation of need for program, with emphasis on student demand. Describe how the program and/or location will support the state's goals for higher education. Identify similar programs offered by other public or independent institutions in the region, and differentiate it from similar programs. Identify any options for collaboration. The State's goals may be found at: http://www.wsac.wa.gov/ "policy"
Format and Articulation: Note when and where the program will be offered (day/evening/weekend/campus/online, etc.) and, for undergraduate programs, the plan for articulation with associate degree programs, including any applicable major-ready pathways. (Assistance can be provided by the Transfer Clearinghouse, transfercredit.wsu.edu).

Students: Describe the student population to be served, and project enrollments for five years (see Demand Analysis Workbook)
FTE in Current degree location(s) – use OBIEE data: _____
Resource Implications:
Proposed College/Dept. Funding (new or reallocated): Other Funding (please specify): For graduate and fee-based programs, what level of tuition is to be charged? Other significant resource implications:

- **Attach college or campus plans for degree changes in AY 17-19**
- **Demand Analysis – Complete Workbook #1 and attach Demand Analysis Form**

SIGNATURES: The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:

Chair Signature:		Date:	
Dean Signature:		Date:	
VP Global Campus		Date:	

→ Submit to the Provost's Office at provost.deg.changes@wsu.edu

Everett Chancellor		Date:	
Spokane Chancellor		Date:	
Tri-Cities VCAA		Date:	
Vancouver VCAA		Date	
Provost Office:		Date:	

Comments:

Send completed form in Word formatwith attachments to: provost.deg.changes@wsu.edu

- ❑ **Attach Demand Analysis Form**
- ❑ **Attach College/Campus degree planning**

PROPOSAL TO OFFER A NEW DEGREE PROGRAM OR EXTEND AN EXISTING DEGREE TO GLOBAL CAMPUS

Degree Title:	
Academic Program:	
Academic Plan:	
Number of Credits:	
Department(s) or Program(s):	
College(s):	
Campus(es):	
Method of Instructional Delivery:	

Contact Name:		Email Address:	
Contact Phone:		*Proposed start date:	

***Proposed Start Date:** Approval must be received from the Northwest Commission on Colleges and Universities before the program may be advertised or recruited for. Financial aid may not be available until the program has been approved by the Department of Education subsequent to NWCCU approval.

SIGNATURES: The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:

Chair Signature:		Date:	
Dean Signature:		Date:	
VP Global Campus		Date:	

→ Submit to the Provost's Office at provost.deg.changes@wsu.edu

Everett Chancellor		Date:	
Spokane Chancellor		Date:	
Tri-Cities VCAA		Date:	
Vancouver VCAA		Date	
Provost Office:		Date:	

Comments:

For Registrar's Office Use Only:					
Current CIP Code:		New CIP Code:		Date:	

Send completed form in Word format to: provost.deg.changes@wsu.edu

This template asks you to answer the array of questions about your proposed program that are important to your department, your college, the Faculty Senate, the State of Washington, accreditors and other external stakeholders.

By placing all proposals in a similar format, this template provides a common standard for comparison, ensuring that all potential programs can be evaluated in an equitable fashion. It can be used to determine whether or not a program is feasible within the university's academic and financial situation, and if it will have the resources to further the University's objective of providing high quality education and scholarship.

This template is also a framework to think about the viability of your ideas. It can thus be a tool for strengthening both your proposal and the resulting program itself, since a program that is starved for either students or resources from its inception is not likely to become a high quality program.

Here are some of the things to consider as you complete the template:

> What are the aspirations for the reputation of this program – local, regional, national? What will it take to make that a reality?
> Who are you trying to attract with this new program? Will it bring new students to the university, better meet the needs of current students in the department, or draw students away from other departments?
> How strong is the demand for education of this kind, and in what specific careers will someone who receives such an education find meaningful employment?
> How many students do you need to attract to break even, and can both the market and WSU's capacity support this number?

Providing good answers to hard questions maximizes the likelihood that a new program will not just win acceptance by the Faculty Senate and administration, but will ultimately be successful in attracting students and placing graduates. The analyses in the Demand, Financial and Library workbooks will assist you in creating a persuasive proposal. The findings in each area, and their basis or justification, should be summarized in the proposal itself.

Proposal

Mission and Core Themes (Strategic Goals):

Provide a clear statement of the nature and purposes of the new degree in the context of WSU's mission and core themes (strategic plan).

Educational Offerings:

Describe the degree program, including the total number of credits required. Provide the four-year degree plan (undergraduate) or appropriate plan of study (graduate and professional). Please note that all courses for the degree must be approved before the degree will be reviewed by the Catalog Subcommittee.

Provide descriptive information regarding (the) method(s) of instructional delivery (percent face-to-face, hybrid, distance, and/or competency-based).

Assessment of Student Learning and Student Achievement
*** For graduate programs, please contact the Graduate School before completing this section.**

Please provide a list and description of expected student learning outcomes.

For undergraduate programs, provide the department's plan for assessing student learning outcomes. Describe briefly how information on student learning will be collected and incorporated into existing processes for evaluating student learning in the department. Please attach the plan and a curriculum matrix.

Please indicate as appropriate:

- ☐ Assessment of this program will be incorporated into the existing assessment plan for _____. Please attach a copy of the existing plan.
- ☐ A draft assessment plan is attached.
- ☐ A curriculum matrix is attached.

Planning:

Describe plans and include descriptions which provide evidence of: 1. The need for the change

2. The student population to be served Provide realistic justification for the projected FTE. How can transfer students articulate smoothly into the program and complete it with approximately the same number of total credits as students who enter WSU as freshmen? Please describe specific efforts planned to recruit and retain students who are persons of color, disabled, or whose gender is underrepresented in this discipline.

3. Procedures used in arriving at the decision to change (e.g., consultation with advisory boards, input from industry or employers, commissioned studies, faculty task force, etc.).

4. Organizational arrangements required within the institution to accommodate the change.

5. Lay out a three-year timetable for implementation, including hiring plans, partnership contracts if needed, facilities modification, recruiting, and other elements of implementation. Provide dates for each step.

Budget:

☐ Attach the Financial Worksheet with five-year FTE, revenue and expenditure projections. Fully account for costs such as staff support, training, library, facilities and so on.

Please describe the funding picture narratively, including funding sources, department, college and/or campus commitments, investments already made, one-time costs, facilities costs (labs, classrooms, offices, telecom etc.) and library costs.

Student Services:

Describe the capacity of student support services to accommodate the change at this location. Include a description of admissions, financial aid, advising, library, tutoring and other services specific to this request.

Describe the implications of the change for services to the rest of the student body.

Physical Facilities and Equipment:

Outline the provision/s made for physical facilities and equipment at the proposed location that will support the program and its projected growth. Include videoconferencing and other technologies that support course delivery as well as classrooms, labs, and office space.

Library and Information Resources:

Using the Library Analysis form, describe the availability and adequacy of library and information resources for this degree, degree level, and location. Note plans to address gaps.

Faculty:

List the educational and professional qualifications of the faculty relative to their individual teaching assignments. List the anticipated sources or plans to secure qualified faculty and staff.

Impact on Other Locations/Programs:

Briefly describe any impacts on other WSU programs and locations, and how you came to these conclusions (who was consulted?). If there are potential adverse impacts, describe how these will be addressed. Consider such things as: reallocation of faculty time, reallocation of AMS courses, impact of blended courses, internal competition, "cannibalization" of other programs, curricular effects for other degrees, effects on recruitment markets for other campuses. Indicate how such problems will be addressed for each campus or department affected.

Sustainability

What are the plans for continuing the program past 5 years if the goals for enrollment are not met, or other circumstances prevent the execution of the plan described here?

External Reviews

If this program is new to the Washington State University system, please provide the names and addresses of 2-3 external experts from similar institutions who could be contacted to provide reviews of this program.	
Name	**Contact Information (email, phone, address)**

Attachments:

- ☐ Financial Worksheet
- ☐ Four-Year Degree Plan (undergraduate); curriculum overview (graduate and professional)
- ☐ Curriculum Map (undergraduate)
- ☐ Assessment Plan
- ☐ Letters of financial commitment
- ☐ Contracts or MOUs if applicable

Send in Word format to: provost.deg.changes@wsu.edu

PROPOSAL TO EXTEND AN EXISTING DEGREE TO AN APPROVED PHYSICAL LOCATION

Degree Title:	
Academic Program:	
Academic Plan:	
Number of Credits:	
Department(s) or Program(s):	
College(s):	
Campus(es):	
Method of Instructional Delivery:	

Contact Name:		Email Address:	
Contact Phone:		*Proposed start date:	

***Proposed Start Date:** Approval must be received from the Northwest Commission on Colleges and Universities before the program may be advertised or recruited for. Financial aid may not be available until the program has been approved by the Department of Education subsequent to NWCCU approval.

SIGNATURES: The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:

Chair Signature:		Date:	
Dean Signature:		Date:	
VP Global Campus		Date:	

→ Submit to the Provost's Office at provost.deg.changes@wsu.edu

Everett Chancellor		Date:	
Spokane Chancellor		Date:	
Tri-Cities VCAA		Date:	
Vancouver VCAA		Date	
Provost Office:		Date:	

Comments:

For Registrar's Office Use Only:					
Current CIP Code:		New CIP Code:		Date:	

Send completed form in Word format to: provost.deg.changes@wsu.edu

This template asks you to answer the array of questions about your proposed program that are important to your department, your college, the Faculty Senate, the State of Washington, accreditors and other external stakeholders.

By placing all proposals in a similar format, this template provides a common standard for comparison, ensuring that all potential programs can be evaluated in an equitable fashion. It can be used to determine whether or not a program is feasible within the university's academic and financial situation, and if it will have the resources to further the University's objective of providing high quality education and scholarship.

This template is also a framework to think about the viability of your ideas. It can thus be a tool for strengthening both your proposal and the resulting program itself, since a program that is starved for either students or resources from its inception is not likely to become a high quality program.

Here are some of the things to consider as you complete the template:

> What are the aspirations for the reputation of this program – local, regional, national? What will it take to make that a reality?
> Who are you trying to attract with this program in the new location? Will it bring new students to the university, better meet the needs of current students, or draw students away from other departments or campuses?
> How strong is the demand for education of this kind, and in what specific careers will someone who receives such an education find meaningful employment?
> How many students do you need to attract to break even, and can both the market and WSU's capacity support this number?

Providing good answers to hard questions maximizes the likelihood that a program extension will not just win acceptance by the Faculty Senate and administration, but will ultimately be successful in attracting students and placing graduates. The analyses in the Demand, Financial and Library workbooks will assist you in creating a persuasive proposal. The findings in each area, and their basis or justification, should be summarized in the proposal itself.

Proposal

Mission and Core Themes (Strategic Goals):

Explain how extending the degree to this location fulfills the strategic plan and the missions of the department, campus, and university.

Educational Offerings:

Describe the program to be extended, and include copies of the four-year degree plan (undergraduate) or appropriate plan of study (graduate and professional). Please note that any curricular changes must go through the Catalog Subcommittee before the degree extension will be reviewed.

Provide descriptive information regarding (the) method(s) of instructional delivery (percent face-to-face, hybrid, distance, and/or competency-based).

Assessment of Student Learning and Student Achievement
*** For graduate programs, please contact the Graduate School before completing this section.**

Please provide a list and description of expected student learning outcomes.

For undergraduate programs, provide the department's plan for assessing student learning outcomes. Describe briefly how information on student learning will be collected and incorporated into existing processes for evaluating student learning in the department. Please attach the plan and a curriculum matrix.

Please indicate as appropriate:

- ☐ Assessment of this program will be incorporated into the existing assessment plan for _____. Please attach a copy of the existing plan.
- ☐ A draft assessment plan is attached.
- ☐ A curriculum matrix is attached.

Planning:

1. Summarize the need for the degree at this location, and what planning steps led to the decision to extend the degree. Who was consulted, and how was the feedback incorporated into this plan?

2. Describe the target audience. Provide realistic justification for the projected FTE. How can transfer students articulate smoothly into the program and complete it with approximately the same number of total credits as students who enter WSU as freshmen? Please describe specific efforts planned to recruit and retain students who are persons of color, disabled, or whose gender is underrepresented in this discipline.

3. What will need to happen at the instructional location in order for this degree to be offered, and what other steps will need to be taken for WSU to offer it?

4. Lay out a three-year timetable for implementation, including hiring plans, partnership contracts if needed, facilities modification, recruiting, and other elements of implementation. Provide dates for each step.

Budget:

☐ Attach the Financial Worksheet with five-year FTE, revenue and expenditure projections. Fully account for costs such as staff support, training, library, facilities and so on.

Please describe the funding picture narratively, including funding sources, department, college and/or campus commitments, investments already made, one-time costs, facilities costs (labs, classrooms, offices, telecom etc.) and library costs.

Student Services:

Describe how the proposed location will support students (advising, tutoring, health and welfare, childcare, career services, financial services, technology support, etc.).

Physical Facilities and Equipment:

Describe the physical facilities and equipment at the proposed location that will support the program and its projected growth. Include videoconferencing and other technologies that support course delivery as well as classrooms, labs, and office space.

Library and Information Resources:

Describe the availability and adequacy of library and information resources for this degree, degree level, and location. Note plans to address gaps.

Faculty:

List the anticipated sources or plans to secure qualified faculty and staff.

Impact on Other Locations/Programs:

Briefly describe any impacts on other WSU programs and locations, and how you came to these conclusions (who was consulted?). If there are potential adverse impacts, describe how these will be addressed. Consider such things as: reallocation of faculty time, reallocation of AMS courses, impact of blended courses, internal competition, "cannibalization" of other programs, curricular effects for other degrees, effects on recruitment markets for other campuses. Indicate how such problems will be addressed for each campus or department affected.

Sustainability

What are the plans for continuing the program past 5 years if the goals for enrollment are not met, or other circumstances prevent the execution of the plan described here?

Attachments:

- ☐ Financial Worksheet
- ☐ Four-Year Degree Plan (undergraduate); curriculum overview (graduate and professional)
- ☐ Curriculum Map (undergraduate)
- ☐ Assessment Plan
- ☐ Letters of financial commitment
- ☐ Contracts or MOUs if applicable

Send in Word format to: provost.deg.changes@wsu.edu

PROPOSAL TO RENAME A DEGREE PROGRAM

DEANS: Send this completed proposal in Word version electronically to the Office of the Provost: **provost.deg.changes@wsu.edu**

Current Degree Title:	
Proposed Degree Title:	
Academic Program:	
Academic Plan:	
Number of Credits:	
Department(s) or Program(s):	
College(s):	
Campus(es)	

Contact Name:		Email Address:	
Contact Phone:		*Proposed start date:	

Rationale for proposed name change:
Implications for currently enrolled students:
Describe the process by which current faculty and staff were consulted about this change and summarize the response:
Describe the process by which other degree programs, departments, colleges or campuses were consulted about this change and summarize the response:
Describe the process by which other stake holders (e.g., advisory or alumni groups) were consulted

about this change and summarize the response:

SIGNATURES: The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:

Chair Signature:		Date:	
Dean Signature:		Date:	
VP Global Campus		Date:	

→ Submit to the Provost's Office at provost.deg.changes@wsu.edu

Everett Chancellor		Date:	
Spokane Chancellor		Date:	
Tri-Cities VCAA		Date:	
Vancouver VCAA		Date	
Provost Office:		Date:	

Comments:

For Registrar's Office Use Only:					
Current CIP Code:		New CIP Code:		Date:	

Send completed form in Word version to: provost.deg.changes@wsu.edu

PROPOSAL TO CHANGE DEGREE TYPE
(E.G., ARTS TO SCIENCE)

DEANS: Send this completed proposal in Word version electronically to the Office of the Provost: **provost.deg.changes@wsu.edu**

Current Degree Title:	
Proposed Degree Title:	
Academic Program:	
Academic Plan:	
Number of Credits:	
Department(s) or Program(s):	
College(s):	
Campus(es)	

Contact Name:		Email Address:	
Contact Phone		Proposed effective date:	

Rationale for changing degree type. Include evidence of employer demand, accreditation requirements, or other factors driving the change.
Changes to the curriculum involved in changing the degree type. Attach old and new curricula. Be sure to prepare separate major curricular change forms (new curriculum and degree name; discontinue old degree name, if relevant):
Responses of current faculty and staff on affected campus(es):
Impact on or responses of other degree programs, departments, colleges or campuses. If no impact, explain how this conclusion was arrived at and who was consulted:

Impact on or responses of other stake holders (e.g., advisory or alumni groups):

SIGNATURES: The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:

Chair Signature:		Date:	
Dean Signature:		Date:	
VP Global Campus		Date:	

→ Submit to the Provost's Office at provost.deg.changes@wsu.edu

Everett Chancellor		Date:	
Spokane Chancellor		Date:	
Tri-Cities VCAA		Date:	
Vancouver VCAA		Date	
Provost Office:		Date:	

Comments:

For Registrar's Office Use Only:					
Current CIP Code:		New CIP Code:		Date:	

Send completed form in Word version to: provost.deg.changes@wsu.edu

SECTION IV

MORATORIUM, SUSPENSION, OR DISCONTINUATION OF DEGREES

Office of the Provost
Washington State University

POLICY FOR MORATORIUM, SUSPENSION OR DISCONTINUATION OF ACADEMIC PROGRAMS AND CERTIFICATE PROGRAMS REQUIRING 30 OR MORE CREDITS

Overview: This policy allows departments to propose a moratorium or suspension of a graduate-level academic degree program, or undergraduate, professional, or graduate certificates requiring 30 or more credits (see policy on Certificates [under revision]), or to discontinue any academic degree program or certificate on a permanent basis. A moratorium or suspension must be specific to the campus location(s) officially approved to offer the degree. Typically, undergraduate and professional degree programs are not placed in a moratorium or suspension status. Undergraduate programs may be limited through certification criteria (see policy on Certification [under revision]).

Definitions: A **moratorium** is defined as *a temporary suspension of admission to a graduate program for up to two calendar years.* A **suspension** is defined as *suspending admission to a graduate program for more than two calendar years, but not more than five calendar years,* usually in anticipation of closing the program. **Discontinuation** is defined as the permanent closure of an academic degree program or certificate of 30 or more credits.

Purpose: The purpose of the policy is to ensure that all the necessary processes and notifications occur in a timely manner, and that the appropriate approvals are obtained when a program decides in advance that suspension, moratorium, or discontinuation is warranted. This policy is not intended to cover an atypical year in a graduate admissions cycle when a weak pool results in no admissions offers, or when unforeseen circumstances prevent offers of admission after applications have been accepted. Should the consequences of such a failed admissions cycle warrant a moratorium or suspension for the ensuing year, then this policy applies.

The moratorium or suspension process is twofold: It includes (1) notification to the appropriate university offices and external bodies that the graduate program/certificate at one or more campus locations is not accepting new students for a defined period of time; and (2) provides the academic unit time to implement changes, address resource concerns, consider implications for the future, and plan for potential transitions. Both moratorium and suspension actions require review by the dean of the Graduate School, approval of the Provost's Office and notification to Faculty Senate and the Board of Regents. Suspension of a graduate-level academic degree program or any certificate of 30 or more credits also requires submission to the Northwest Commission on Colleges and Universities (NWCCU) for approval.

Discontinuation of an academic degree program or certificate of 30 or more credits requires a formal teach-out plan, the approval of the Provost, Faculty Senate, and Board of Regents, and notification to currently enrolled students. Discontinuation of an academic degree program or certificate of 30 or more credits also requires submission to the NWCCU for approval and notification to the Washington Student Achievement Council and US Department of Education.

Moratorium: A temporary suspension of admission to a graduate program or any certificate of 30 credits or more may be requested *for up to two calendar years* for any or all locations at which the program is offered. A moratorium may be requested to address a variety of short-term issues, including but not limited to:

1. Low demand for the program
2. Curricular changes as a result of program assessment or review

3. Temporary loss or reallocation of program resources
4. Over-enrollment in a given year

A program in approved moratorium status at a specific location may not admit new students at that location and must contain a prominent notice on its website that admissions have been placed in moratorium. The program must notify the Graduate School and the Provost's Office via the ***Moratorium or Suspension of a Graduate Degree Program*** form. Moratoria are reported as information items to the Faculty Senate and Board of Regents.

At the end of the moratorium period, the academic unit must submit a ***Moratorium or Suspension of a Graduate Degree Program*** form to the Provost to reopen the program to new applications; the request must provide information regarding the academic unit's capacity and resources to reactivate the program/certificate. A list of the faculty and their committee roles for participating in the graduate program must be approved by the Graduate School and included with the reactivation form. If the academic unit does not take any action at the end of the moratorium period, the program automatically will be put into suspension status. The unit will be requested by the Provost's Office to complete the required paperwork for NWCCU for a suspended degree.

Suspension: An academic unit may request suspension of a graduate degree program for more than two years but fewer than five years at any or all campus locations where the program is officially offered. A program/certificate at a specific campus in suspension status may not admit new students to that location; however, the program must continue to offer required courses until all students already admitted into the program complete their course of study within the maximum time allotted for the degree completion. The program website must contain a prominent notice that admissions have been suspended.

A suspension may be requested to address the following issues:

1. Reassess the purpose and goals of the program/certificate
2. Address declining and insufficient enrollment trends
3. Design and implement major curricular changes
4. Address deficiencies in resources and/or staffing

At the end of the suspension period, the academic unit must submit a ***Moratorium or Suspension of a Graduate Degree Program*** form to the Provost to reopen the program to new applications ***or*** submit a ***Proposal to Discontinue a Degree Program***. The request to reactive the program must provide information regarding the academic unit's capacity and resources to reactive the program/certificate. A list of the faculty and their committee roles for participating in the graduate program must be approved by the Graduate School and included with the reactivation form.

Responsibilities: The dean of the college in which the graduate program or certificate resides should discuss the moratorium or suspension, along with potential impacts to the program and its students, with the dean of the Graduate School before submitting a ***Moratorium or Suspension of a Degree Program*** form to the Provost. Appropriate campus administrators impacted by the action will be notified. Once the form is reviewed by all appropriate parties and submitted to the Provost's Office, the provost will notify the program director/chair, campus administrators, college dean, and dean of the Graduate School of the moratorium or suspension decision. If the request is approved, the Provost's Office will also notify the Faculty Senate along with the dean of the graduate school for graduate programs/certificates. If there is no request to reactivate a program already in moratorium status, the Provost's Office will automatically put that program into suspension status

for up to 5 years, and will notify the program, campus, college, Graduate School and Faculty Senate. The program will be required to complete paperwork for submission to the Northwest Commission on Colleges and Universities.

Before the end of the moratorium or suspension period, the dean of the college should submit a ***Moratorium or Suspension of a Graduate Degree Program*** form to the Provost for reinstatement to active status, or take action to close the suspended program. The Provost will notify the program, college, campus, Graduate School and Faculty Senate if the program is reinstated. If the academic unit decides to discontinue the program or certificate, the dean of the college should submit a *Proposal to Discontinue a Degree Program* to the Provost's Office in accordance with the Faculty Senate Memorandum of Understanding (2014) and the provisions of the Faculty Manual.

The Provost's Office will notify all appropriate offices and external agencies if a closure is approved. It is the responsibility of each academic unit to notify the affected students appropriately and to ensure the timely offering of essential courses in the program/certificate so current students can complete their requirements, per NWCCU's teach-out policy and in accordance with Faculty Senate's ***Statement of Institutional Responsibility to Current Students When an Academic Program or Degree is Discontinued*** (3/31/83; under revision 2017).

Approved by Faculty Senate 3/31/83; rev. 4/13/17

Related Policies

WSU Faculty Senate, *Statement of Institutional Responsibility to Current Students When an Academic Program or Degree is Discontinued* (3/31/83, 1996; under revision, 2017).

Memorandum of Understanding (MOU) between the Provost and the Faculty Senate regarding the Creation, Consolidation, New Location, Renaming or Elimination of Degree Programs (2014).

WSU Faculty Manual 2016-17, section III.E.3.b, Discontinuation of a Program.

NWCCU, *Substantive Change Policy* (2017) and application form identify moratorium, suspension and discontinuation as reportable actions.

NWCCU, Standard 2.D.4: In the event of program elimination or significant change in requirements, the institution makes appropriate arrangements to ensure that students enrolled in the program have an opportunity to complete their program in a timely manner with a minimum of disruption.

NWCCU, *Policy on Teach-Out Plans and Teach-Out Agreements (2013).*

Statement of Institutional Responsibility to Current Students When an Academic Program or Degree is Discontinued

Undergraduate students who are certified majors, graduate students accepted to degree candidacy, and matriculated professional students can expect that a degree will be granted if they maintain continuous enrollment and meet all requirements as listed in Academic Regulations 110-118. However, because of serious reductions in financial support, loss of faculty, or for other significant reasons, the university may find it necessary to discontinue a degree program. When a degree program is discontinued, further certification into the degree program will cease for undergraduate programs with the effective date of the undergraduate degree's discontinuation; further matriculation will cease for professional programs with the effective date of the professional degree's discontinuation; and for graduate degree programs, admissions will be suspended with the filing for discontinuation, and terminated with the effective date of the discontinuation. Every effort will be made to allow currently enrolled and continuously enrolled students as defined above to complete their degrees within a reasonable period of time, typically no longer than four years.

Academic program leadership of the college and campus has the obligation to provide for individual needs of these students, e.g., (1) students may be encouraged to complete their requirements in similar or related degree programs; (2) although general education requirements (UCORE) and the minimum total hours for the degree may not be waived, the student's major department/program may waive or substitute departmental degree requirements (approval of the Graduate School required for graduate students); (3) undergraduate and professional students may be allowed to complete remaining requirements at another institution under Academic Regulation 114(d)4. Graduate students may be allowed to take courses or conduct research at another institution when approved by the student's graduate committee and the Graduate School. In all cases, all financial obligations are the responsibility of the individual student involved, except as otherwise noted in the Washington State University *Catalog* or the *Graduate Studies Policies and Procedures Manual.*

Faculty Senate 3/31/83; 1996; 2017

Related Policies:

NWCCU, *Teach-Out Plans and Teach-Out Agreements Policy (2017)*

EPPM, *Discontinuation of a Degree Program* (under revision)

Memorandum of Understanding between the Provost and the Faculty Senate regarding the Creation, Movement, Renaming or Elimination of Departments and Colleges (2014)

WSU Executive Policy 29: *Policies, Responsibilities, and Authorities for the Operation of Multi-Campus Academic Programs*

PROCEDURES FOR A MORATORIUM, SUSPENSION, OR DISCONTINUATION REQUEST

Procedures to Initiate a Moratorium or Suspension Status: The ***Moratorium or Suspension of a Degree Program*** form must be submitted to the Provost's Office well in advance of the intended date for implementing the action and should address the following:

1. State whether the request is for a moratorium or suspension.
2. Indicate the begin and end dates of the status requested (moratorium—up to two calendar years, suspension—two to five calendar years).
3. Include a rationale for the requested action.
4. Include the potential impact on current students and faculty.
5. If requesting a suspension, please indicate whether a closure is under consideration; if so, include a time-line. NOTE: When a decision is made to discontinue the program, a *Proposal to Discontinue a Degree Program* must be submitted to the Provost's Office. See **Procedures to Discontinue a Program** below.

Procedures to Remove a Program from a Moratorium or Suspension Status: To remove a program from moratorium or suspension status, the ***Moratorium or Suspension of a Degree Program*** form must be submitted to the Provost's Office with the following information:

1. The conditions under which the program moratorium or suspension no longer apply.
2. The resources from faculty and staff needed to reinstate the program are available, and whether there will be any potential impacts to other programs if reinstated.
3. If removing the program from suspension status, please explain the market demand for the program and a specific plan of sustainability for the program.

Procedures to Discontinue an Academic program or Certificate of 30 or more credits: To discontinue a program or certificate of 30 or more credits, a ***Proposal to Discontinue a Degree Program*** must be submitted to the Provost's Office. The proposal must include the following:

1. Proposed start date.
2. Rationale for discontinuing the program or certificate.
3. Implications for currently enrolled students.
4. A formal teach-out plan.
5. Impact on or responses of current faculty and staff.
6. Impact on or responses of other degree programs, departments, colleges or campuses.
7. Impact on or responses of other stakeholders.

Specific questions should be directed to the Provost's Office: 509-335-5581 or to provost.deg.changes@wsu.edu.

MORATORIUM OR SUSPENSION OF A DEGREE PROGRAM

DEANS: Use this form to request or remove a moratorium or suspension of a degree program or a certificate of 30 or more credits. Send this completed form in Word version electronically to the Office of the Provost: provost.deg.changes@wsu.edu

Degree Title:			
Academic Program:			
Academic Plan:			
Number of Credits:			
Department(s) or Program(s):			
College(s):			
Campus(es):			
Contact Name:			
Contact Phone:		Email:	

Action Requested:

☐ Moratorium: Begin Date: _____ End Date: _____ (Complete items 1-3)

☐ Suspension: Begin Date: _____ End Date: _____ (Complete items 1-4)

☐ Remove Moratorium: Effective Date: _____ (only complete items 5-7 below)

☐ Remove Suspension: Effective Date: _____ (only complete items 5-7 below)

1. Rationale for moratorium or suspension:

2. Potential impact of moratorium or suspension on current students in the program:

3. Potential impact of moratorium or suspension on faculty in the program:
4. If requesting a suspension, please indicate whether a closure is under consideration; if so, include a time-line.
5. If requesting to remove a moratorium or suspension, please indicate the conditions under which the program moratorium or suspension no longer apply.
6. If requesting to remove a moratorium or suspension, please indicate the resources from faculty and staff needed to reinstate the program are available, and whether there will be any potential impacts to other programs if reinstated.
7. If removing the program from suspension status, please explain the market demand for the program and a specific plan of sustainability for the program.

SIGNATURES: The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:

Chair Signature:		Date:	
Dean Signature:		Date:	
VP Global Campus		Date:	

→ Submit to the Provost's Office at provost.deg.changes@wsu.edu

Everett Chancellor		Date:	
Spokane Chancellor		Date:	
Tri-Cities VCAA		Date:	
Vancouver VCAA		Date	
Provost Office:		Date:	

Comments:

For Registrar's Office Use Only:					
Current CIP Code:		New CIP Code:		Date:	

Send completed form in Word version to: provost.deg.changes@wsu.edu

PROPOSAL TO DISCONTINUE A DEGREE PROGRAM

DEANS: Send this completed proposal electronically in Word to the Office of the Provost: provost.deg.changes@wsu.edu

Degree Title:	
Academic Program:	
Academic Plan:	
Number of Credits:	
Department(s) or Program(s):	
College(s):	
Campus(es):	

Contact Name:		Email Address:	
Contact Phone:		*Proposed start date:	

Rationale for discontinuing the degree:
Implications for currently enrolled students (how many)? Attach teach out plan.

☐ **Attach teach out plan**

Impact on or responses of current faculty and staff:
Impact on or responses of other degree programs, departments, colleges or campuses:
Impact on or responses of other stake holders (e.g., advisory or alumni groups):

SIGNATURES: The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:

Chair Signature:		Date:	

Dean Signature:		Date:	

→ Submit to the Provost's Office at provost.deg.changes@wsu.edu

Everett Chancellor		Date:	

Spokane Chancellor		Date:	

Tri-Cities VCAA		Date:	

Vancouver VCAA		Date	

VP Global Campus		Date:	

Provost Office:		Date:	

Comments:

For Registrar's Office Use Only:					
Current CIP Code:		New CIP Code:		Date:	

Send completed form in Word version to: provost.deg.changes@wsu.edu

CHECKLIST AND NOTIFICATIONS FOR MORATORIUM, SUSPENSION OR DISCONTINUATION OF PROGRAMS

1. Notifications are issued from the Provost's Office in conjunction with the Graduate School; some sub-college-level notifications may be delegated to the college dean.

   ☐ Dean of College discusses proposed action with Dean of Graduate School
   ☐ Impacted areas are notified by Dean of College of proposed action
   ☐ Form submitted by Dean of College with appropriate system signatures

2. Provost notifies of moratorium or suspension:

   a. In all cases:
      ☐ Program director/chair
      ☐ Campus administrators
      ☐ College dean
      ☐ Dean of Graduate School

   b. Additionally, only if moratorium is approved:
      ☐ Faculty Senate
      ☐ Institutional Research
      ☐ Admissions
      ☐ Registrar's Office
      ☐ Financial Aid
      ☐ Assessment of Teaching and Learning
      ☐ Enterprise Systems Group (for SIS programming)
      ☐ Board of Regents (information item)

   c. Additionally, only if suspension is approved:
      ☐ Board of Regents (information item)
      ☐ NWCCU Substantive Change (minor change)

   d. Only if discontinuation is approved:
      ☐ Board of Regents (information item)
      ☐ NWCCU Substantive Change (minor change)

SECTION V

CHANGES TO ACADEMIC STRUCTURES

Office of the Provost
Washington State University

Memorandum of Understanding (MOU) between the Provost and the Faculty Senate regarding the Creation, Movement, Renaming or Elimination of Departments and Colleges

Background

The present MOU was formulated because the University has no policies that directly govern the creation, movement, renaming or elimination of colleges or departments. Recent restructuring of colleges and departments has revealed that such policies would be useful when administrative units are changed. Although the structure of administrative units does not fall within the Faculty Senate's formal jurisdiction, the faculty will be consulted because it has an interest in changes in such units.

This MOU describes a process of consultation between the faculty and the Provost that can be used for creating, moving, renaming or eliminating a department or college. The process described here applies only to changes in administrative structure. It does not apply to curricular changes. Curricular issues related to changes in administrative structure will go through the normal Faculty Senate approval process. Throughout this document, the term "department" means "department and/or school", following the usage in the *Faculty Manual*.

Process for Creation of a New Department or College

The process for creating a new department or college begins with obtaining pre-approval from the Provost. Next, a Notice of Intent to create such a unit should be filed with the Provost's Office. A form, attached to this MOU, contains a list of questions that should be addressed in this Notice of Intent.

If the Provost decides that the Notice is not worthy of consideration, the process stops and the Provost informs those who submitted the Notice of his or her decision. If the Provost decides that the Notice is worthy of consideration, (s)he sends that Notice to the Executive Secretary of the Faculty Senate. The Provost, in consultation with the Faculty Senate Executive Committee, will then decide whether the Notice should receive full consideration by the Faculty Senate.

If the decision is positive, the proposal will be examined by, at least, the Faculty Senate Steering Committee and the Faculty Affairs Committee. Other Faculty Senate committees and, potentially, the entire Faculty Senate and/or the entire faculty, may be involved as determined by the Faculty Senate Steering Committee. The Faculty Senate Executive Committee will summarize the results of the Faculty Senate deliberations and will send recommendations concerning the creation of the unit to the Provost by the last day of the semester following the semester in which the Faculty Senate received the Notice.

The Notice of Intent to Create a Department includes the question of whether the department should also serve as a tenure unit. A tenure unit is the unit within which tenure is held by tenured faculty members at the University. Most, but not all, current tenure units are departments. Inclusion of this question and a requirement for justification recognizes that some, but probably not all, newly formed departments should also serve as tenure units.

Process for Movement of a Department or College across Campuses or Administrative Structures

This process is identical to that for creation of a Department or College except that the questions involved in the Notice of Intent differ somewhat for those involved in the Notice of Intent to Create a Department or College (see the attached form).

Process for Renaming a Department or College

This process is identical to that for creation of a Department or College except that the questions involved in the Notice of Intent differ somewhat for those involved in the Notice of Intent to Create a Department or College (see the attached form).

Process for Eliminating a Department or College

Because it has been effective in the past, the description of program elimination in section III. F. 3. of the *Faculty Manual* will be used as the process for eliminating a college or department with the further stipulation that this process will begin as described under "Process for Creation of a New Department or College" [i.e., with preapproval by the Provost and then a filing of a Notice of Intent to Eliminate a Department or College with the Provost's Office (see the attached form)].

Conclusion

The Faculty Senate as a whole agreed to the use of this MOU on [date]. This MOU may be terminated by a vote of the Faculty Senate or by the Provost. Both parties are required to provide 60 calendar days' notice (excluding the period between the end of the Spring semester and the beginning of the Fall semester) before termination is effective. Notice by the Provost must be given to the Executive Secretary of the Faculty Senate.

Signatures,

Robert Rosenman

Chair, Faculty Senate

February 11, 2014

Date

Daniel J. Bernardo

Interim Provost

February 12, 2014

Date

Notice of Intent to Create a Department or College

This Notice should be filed with the Office of the Provost, mail stop 1046.

Proposed Name

Proposed Campus

Proposed location in the administrative structure (i.e., Is it part of a larger administrative unit? Who does it report to? Who reports to it?)

Justification for the new unit

List of existing units, if any, that are eliminated by creating the new unit. Please justify why they should be eliminated.

List of faculty who will be housed in the unit in the case of a department or a list of the departments that will be housed in the unit in the case of a college

Description of the effect that creation of the unit will have on the faculty inside and outside of the unit

Description of the effect of the creation of the unit on other administrative units

Description of the process used to consult the affected faculty and other affected administrative units.

Do the affected faculty and other administrative units agree to the creation of this college or department? If not, please explain why the unit should be created over their objections.

If the unit is a department, will this department serve as a tenure unit? If so, explain why.

Proposed budget

Description of the effect on the library

Timeline

Name and contact information of the person filing this Notice

Date of filing

Notice of Intent to Move a Department or College across Campuses or Administrative Structures

This Notice should be filed with the Office of the Provost, mail stop 1046.

Name of unit

Current location of unit (i.e., campus and location within the administrative structure)

Proposed new location for the unit

Justification for the move

Description of the effect of this move on other administrative units

Description of the effect of this move on the faculty in the unit

Description of the process used to consult the affected faculty and other affected administrative units.

Do the faculty and other units approve? If not, please explain why the unit should be moved over these objections.

Description of the efforts that will be made to reduce any deleterious effects on the faculty or other administrative units

Timeline

Name and contact information of the person filing this Notice

Date of filing

Notice of Intent to Rename a Department or College

This Notice should be filed with the Office of the Provost, mail stop 1046.

Current name

Proposed Name

Justification for the change of name

Description of the process used to arrive at the new name, including the process of consulting the affected faculty and other affected administrative units

Do the faculty and other affected units, if any, approve? If not, explain why the unit should be renamed over these objections.

Timeline

Name and contact information of the person filing this Notice

Date of filing

Notice of Intent to Eliminate a Department or College

This Notice should be filed with the Office of the Provost, mail stop 1046.

Name of unit

Rationale for the elimination of the unit

List of faculty who are currently housed in the unit and their titles

List of other units that will be affected by elimination of this unit

Description of the process used to consult the faculty and other affected administrative units

Description of the efforts that will be made to mitigate the effect on the faculty of the unit and on other affected administrative unit

Timeline

Name and contact information of the person filing this Notice

Date of filing

NOTICE OF INTENT TO CREATE A DEPARTMENT, SCHOOL OR COLLEGE

DEANS: Send this completed proposal in Word version electronically to the Office of the Provost (provost.deg.changes@wsu.edu).

Proposed Name:	
Proposed Campus:	
College(s):	
Proposed location in the administrative structure: (Part of a larger unit? Who does it report to? Who reports to it? Attach proposed organizational chart.)	

Contact Name:		Email Address:	
Date of filing this NOI:		Proposed effective date	

Justification for the new unit:
List of existing units, if any, that are eliminated by creating the new unit. Please justify why they should be eliminated.

List of faculty who will be housed in the unit (department or school), and/or a list of the departments that will be housed in the unit in the case of a school or college).

Faculty Name	Rank	Current Department	Current Campus

Description of the effect that creation of the unit will have on the faculty inside and outside of the unit.

Description of the effect of the creation of the unit on other administrative units across the WSU system.

Description of the process used to consult the affected faculty and other affected administrative units across the system.

Do the affected faculty and other administrative units agree to the creation of this college or department? If not, please explain why the unit should be created over their objections.
If the unit is a department or school, will it serve as a tenure unit? If so, explain why. How many tenured faculty will be in the unit at inception?
☐ **Proposed budget—please attached the budget form for New Programs.**
Description of the effect on the library at proposed location:
Timeline:

SIGNATURES: The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:

Chair Signature:		Date:	
Dean Signature:		Date:	
VP Global Campus		Date:	

→ Submit to the Provost's Office at provost.deg.changes@wsu.edu

Everett Chancellor		Date:	
Spokane Chancellor		Date:	
Tri-Cities VCAA		Date:	
Vancouver VCAA		Date	
Provost Office:		Date:	

Comments:

For Registrar's Office Use Only:					
Current CIP Code:		New CIP Code:		Date:	

Send completed form in Word version to: provost.deg.changes@wsu.edu