



# ACADEMIC PROGRAM AND ORGANIZATIONAL UNIT DEVELOPMENT

Proposal Guidelines | July, 2022



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## **Introduction**

Proposals for new academic programs or organizational units go through extensive internal and external review procedures, managed by Academic Affairs, after department/school and college-level approvals. In addition, significant changes to existing programs and units require approval. Significant changes include name changes, prefix changes, consolidations, discontinuations, moratoriums, and alternative delivery recognition. These processes are aligned in order to meet the expectations of the Higher Learning Commission (HLC), the Board of Regents (BoR), and the Nebraska Coordinating Commission for Postsecondary Education (CCPE).

Depending on the type of proposals, approvals may be needed from 10+ different committees which may result in a lengthy process. It is highly recommended to collaborate with the Office of Academic Affairs at early stages of the proposal. Academic Affairs will ensure the proposal meets the highly-scrutinized standards and assist in remedying any identified risk factors that may delay approval.

For each type of proposal, this guideline will provide you with a detailed overview of the required documentation, definitions, templates, budget tables, the submission process, and the approval processes with timeframes.

Please note: CourseLeaf CIM Program was implemented in summer 2018. CIM Program supplements existing processes for most academic program proposals and changes. This guideline will identify which proposals and changes require the CIM Program Form submission.

## **Contact Information**

If you are considering creating a new academic program/organizational unit or if you are contemplating making a significant change to an existing program/unit, please contact: [curriculum@unomaha.edu](mailto:curriculum@unomaha.edu)

## **Approval Process**

This guideline will provide an overview of all steps associated with the approval of each type of proposal. The involvement of various committees/councils/boards depends on the type of proposal and is aligned with expectations set by the Higher Learning Commission and stipulations of the Board of Regents and the Nebraska Coordinating Commission for Postsecondary Education.

This section provides a simplified explanation of the approval process. In general, there are two types of proposals:

1. Proposals that require campus-level approval
2. Proposal that require campus- and external approvals

## **Report v. Action Items**

Depending on the type of proposal, the approval stages could require an actual vote to advance the proposal (vote item) or the requirement could be to simply notify the committees of the change (report item). Note that if a committee member expresses concern about a proposal, a report item can be elevated into an action item.

## **Department/School and College**

Campus-level approvals always start at the department/school and college-level. Only after a proposal receives the endorsement of the cognizant dean, will Academic Affairs advance the proposal for further evaluation. The college approval processes differ by college. For information about your specific college-level processes, please contact your dean's office.

## **Campus-level approvals**

Campus-level approvals, after department/school and college sign-off, are managed by Academic Affairs. Academic Affairs will expedite the process by taking a non-hierarchical approval approach whenever possible. Depending on the type of proposal, a combination of the following approval steps may be required.

### Graduate College

1. Courses, Programs & Evaluations Committee (Committee B)
2. Graduate Council

All UNO graduate programs are part of the NU Graduate College and fall under the jurisdiction of the UNO Graduate Studies office. While the creation of graduate programs and changes to graduate programs require the approval of the cognizant dean, they also must be endorsed by the

UNO Dean for Graduate Studies. All graduate curriculum must be reviewed by the Courses, Programs & Evaluations Committee, and Graduate Council.

### Faculty Senate

1. Academic & Curricular Affairs Committee
2. Executive Committee
3. Full Faculty Senate

The Faculty Senate approval step is required for the creation of new majors, degrees, and organizational units. Since the Faculty Senate approval consists of three steps, the timeframe for Faculty Senate review is at least one month.

Academic Affairs works with the Faculty Senate to ensure program representation at the Academic & Curricular Affairs Committee and the full Senate.

### Educational Policy Advisory Committee

The Educational Policy Advisory Committee (EPAC) is chaired by the Assistant Vice Chancellor for Curriculum and Programs and consists of representatives of all colleges and the library. EPAC review is intended to accomplish the following:

1. Ensure that proposed changes are in accord with university-wide objectives and priorities as identified in the role and mission statement and relevant planning documents;
2. Prevent the unnecessary duplication and proliferation of curricular offerings; and
3. Consider possible impacts of proposed curricular changes on other units and programs.

EPAC reviews proposals related to the creation of (and significant changes to) organizational units, degrees/majors, certificates, minors, undergraduate concentrations, and alternative delivery modes.

### Academic Deans

After the required Graduate Council, Faculty Senate, and EPAC steps, Academic Affairs routes proposals to all Academic Deans for review. This step occurs electronically and is finalized within one week.

### Executive Leadership

The Executive Leadership is the final step for the UNO campus for any proposals that require external approvals, including new majors, certificates, and organizational units, as well as name changes to majors, certificates, and units.

### **Off-Campus Approvals**

The creation of (and significant changes to) organizational units, degrees, majors, and certificates, as well as certain types of collaborative agreements, require off-campus approvals. The Provost's Office, with Academic Affairs collaboration, will manage the off-campus approvals.

Please note that the off-campus approvals are hierarchical. Depending on the type of proposal, a

combination of the following approval steps is required.

### Provost's Office

After Executive Leadership approval, the proposal and all relevant documentation are sent to the President's Office which routes the information to the Provost's Office. The Office of Academic Affairs works closely with Provost Gold and Vice Provost Jackson to ensure that the proposal meets the highly scrutinized standards of the Board of Regents and the Coordinating Commission.

### External Review Committee

All new graduate majors and degrees require a two-day external review, with the exception of graduate programs that will seek external accreditation. Academic Affairs will work with the program developers to identify five individuals that could serve as external reviewers.

#### *Reviewers' requirements:*

1. The reviewers must be independent and can therefore not be connected to the faculty, department/school or the university
2. The reviewers must be subject experts
3. At least one of the reviewers should have administrative experience.

In addition, proposal developers will be asked to gather all the CVs of faculty teaching in the program. Academic Affairs will be the liaison between the UNO faculty and administrators and the Provost's Office (ultimately in charge of the review schedule). The reviewers will be expected to meet with Academic Affairs senior leadership, the dean's office, faculty members, prospective students, and employers. The program developers are expected to identify students and employers to speak with the reviewers.

The review occurs through Zoom videoconferencing and takes approximately three months to schedule.

### Executive Graduate Council

Graduate program proposals require the discussion and approval of the Executive Graduate Council which consists of the Provost and the Deans for Graduate Studies at all NU campuses (among others).

### Chief Academic Officers

The creation of new organizational units, majors/degrees, and certificates also requires the approval of the NU Chief Academic Officers.

### Board of Regents

1. Academic Affairs Committee
2. Full Board

The Board of Regents is the governing body of the University of Nebraska. All proposals that require Board of Regents approval are carefully reviewed by the BoR Academic Affairs Committee. Academic Affairs will coordinate program representation at Board of Regents meetings.

## Coordinating Commission for Postsecondary Education

1. Academic Programs Committee
2. Full Commission

The Nebraska Coordinating Commission for Postsecondary Education (CCPE) is the final step for proposals that require off-campus approval. Prior to the Commissioners voting on the proposal, the proposal is carefully reviewed by the CCPE Academic Programs Committee. The Committee creates a two page summary for each item that requires the CCPE vote. This summary will carry a recommendation for approval or full CCPE review. Academic Affairs will coordinate program representation at CCPE meeting.

CCPE guidelines are consistent with statutory provisions in LB816 (1999) which states (excerpted):

“The commission shall establish criteria for the review, monitoring, and approval or disapproval of programs. The governing boards of the public institutions shall be responsible for assuring the quality and effectiveness of programs offered by their institutions. The commission’s criteria shall be designed to (a) meet educational needs and (b) assure efficiency and avoid unnecessary duplication.” Criteria shall include:

- (i) Centrality to the role and mission of the public institution;
- (ii) Consistency with the comprehensive statewide plan;
- (iii) Evidence of need and demand; and
- (iv) Adequacy of resources to support proposed new programs.

In addition, the CCPE is concerned with avoiding unnecessary duplication of efforts.

### **Timeline**

Depending on the type of proposal, the timeline for approval can take anywhere from 1-2 months for minors and concentrations, to 14 months for proposals requiring external approvals – after Academic Affairs received the official proposal.

Academic Affairs will facilitate the approval process for all UNO proposals. To expedite the process, Academic Affairs is committed to a non-hierarchical approval process for on-campus approvals whenever possible. Since many faculty members are not on contract in the summer months, faculty-driven on-campus approvals are paused during the summer.

It is strongly recommended that you work with [curriculum@unomaha.edu](mailto:curriculum@unomaha.edu) at early stages of the proposal to ensure that the proposal and supporting documentation meet the highly scrutinized standards. This will prevent the proposal coming to a stop at different stages for additional changes that could prolong the approval process. Please note that throughout the approval process, changes to the proposal should be expected.

## **Proposal Elements**

This section will provide guidance on how to respond to proposal template questions. The templates can be found in the appendices or downloaded from the Academic Affairs website. Please note that the proposals requiring external approvals become part of public record.

### **Template Sections**

Depending on the type of proposal, each template will have a combination of the following sections:

#### Descriptive Information

This section includes questions about the name of the program/unit, the type of proposal, and the administrative unit overseeing proposed program. Curricular proposal will include a CIP code. Academic Affairs will coordinate this response with the Registrar's Office and Systems Intelligence & Data Analytics.

#### Description and Purpose

Provide a short (one or two pages) description of the proposed program/unit, the purposes, and why it should be created.

#### Program of Study

Address the following in this section:

- Admission requirements
- Major topics
- Courses and credit hours required
- Areas of concentration (if applicable)

Ensure that the program of study follows the undergraduate or graduate academic guidelines. Defer to the catalogs for additional information.

#### Faculty, Staff, and other Resources

- What resources are required to implement and maintain the proposed program for the first five years and long term? Specifically address:
  - Number of faculty and staff required to implement the proposed program
  - Additional physical facilities needed
  - Instructional equipment and informational resources
- Differentiate between currently available resources, and additional resources needed.
- Provide any necessary explanations to complement the CCPE-approved budget table submitted.
- Please ensure consistency between the CCPE-approved budget tables, the footnotes in the budget tables, and the proposal narrative.

## Evidence of Need and Demand

### *Academic Programs*

- Why is the proposed program needed?
  - Address community, state, regional, national and/or international need for graduates of the proposed program.
  - Provide documentation and data to support arguments with appropriate references.
  - For academic programming, workforce development should be at the center of your argument. In addition to national statistics, include Nebraska-specific data.
- What are employment and educational advancement opportunities for graduates of the proposed program?
  - If possible, provide documentation and data to support arguments with appropriate references.
- What are the enrollment projections:
  - Number of students expected to enroll in the program in each of the first five years of operation and basis for the estimate.
    - Whenever relevant, include census enrollment data for related programs. For instance, if you propose the creation of a graduate degree and an undergraduate degree exists, include the enrollment trend for the undergraduate degree to build your estimate.
  - Minimum number of students required to make the program viable.
    - Ensure that the proposed program meets the CCPE threshold for viability (rule 4).

### *Organizational Units*

- The focus on the organizational unit (and not on existing academic programs that will be moved under the umbrella of the proposed organizational unit).
- Justifications for organizational units could be centered around the unity an organizational unit can provide to decentralized activities or existing interdisciplinary efforts. Organizational units could improve partnerships with external organizations, enhanced university research and outreach programs, addressing emerging multi-disciplinary educational needs, and other emerging problems and issues.
- Provide any data points or national trends that could support your arguments.
- Justification to create a School should be guided by the following:

The University of Nebraska adopted comprehensive criteria that guide the establishment of new schools within its campuses. This policy dictates that schools should possess most of the following characteristics: (1) be composed of several disciplinary areas with the complexity of composition and programs that lies between that of a University of Nebraska department and college; (2) the academic makeup of the proposed school combines areas that have previously been, or could be, academic departments; (3) the school represents a proposed organizational structure that is commonly found at other universities across the United States; (4) the school has programs at the post-

baccalaureate level and a number of degrees or concentrations at the undergraduate level; and (5) the faculty of the proposed school must have engaged in significant and diverse scholarly activities with national and regional impact.

#### Organizational Structure and Administration

- Describe the administrative structure of the proposed organizational unit. Address the following. If the organizational unit or program is interdisciplinary, describe the decision-making process.

#### Collaborations within the University of Nebraska

- Discuss collaborations of other UNO colleges and departments with the principal department
- Discuss collaborations with other University of Nebraska campuses (UNL, UNK, and UNMC)

#### Centrality to Role and Mission of the Institution

- To what extent does the proposed program support UNO's Mission Statement and Strategic Plan? [Click here](#) for more information.

#### Consistency with the University of Nebraska Strategic Framework

To what extent does the proposed program support the University of Nebraska Strategic Framework? [Click here](#) for more information.

#### Avoidance of Unnecessary Duplication

- Discuss similar programs offered in Nebraska and the Midwest region by public or private institutions.
- What are the differences between the proposed program and the currently available programs?

#### Consistency with the Comprehensive Statewide Plan for Postsecondary Education

How does the proposed program support relevant statewide goals for education? [Click here](#) to read the Comprehensive Statewide Plan for Postsecondary Education.

### **Letters of Support**

While letters of support are not required for any type of proposal, Academic Affairs can recommend including letters of support for proposal that require Board of Regents and Coordinating Commission approval. For proposed majors/degrees, the letters should include Nebraska businesses and ideally, arguments should be about workforce development.

## CCPE-Approved Budget Tables

Download the appropriate CCPE-approved Budget Tables in excel format. Only excel files will be accepted for the budget tables. The following budget tables need to be submitted to accompany proposals for new colleges, departments, schools, centers, institutes, degrees, majors, and certificates (including expedited graduate certificates). Please download the excel document and submit the budget tables in excel only.

### Guidelines

- Each entry requires an explanation
- Any entry on the budget table needs to be reflected in the proposal narrative.
- Any budget implications reflected in the proposal narrative should be mirrored in the budget tables
- Provide calculations when relevant (this could mean adding an additional sheet)
- In general, only ‘new’ costs should be reflected in the budget table
- No fees should be included in the revenue table, except distance fees when the educational program proposed is an online program.
- Remove irrelevant footnotes.

Table 1: Projected Expenses

	(FY____) Year 1	(FY____) Year 2	(FY____) Year 3	(FY____) Year 4	(FY____) Year 5	Total
<b>Personnel</b>	Cost	Cost	Cost	Cost	Cost	Cost
Faculty <sup>1</sup>						\$0
Non-teaching staff. Professional <sup>2</sup>						\$0
Graduate assistants						\$0
Non-teaching staff. support						\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating</b>						
General Operating <sup>3</sup>						
Equipment <sup>4</sup>						
New or renovated space <sup>5</sup>						
Library/Information Resources <sup>6</sup>						
Other <sup>7</sup>						
Subtotal						
<b>Total Expenses</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Table 2: Revenue Sources for Projected Expenses

	FY(____) Year 1	(FY____) Year 2	(FY____) Year 3	(FY____) Year 4	(FY____) Year 5	<b>Total</b>
Existing Funds <sup>1</sup>						\$0
Required New Public Funds <sup>2</sup>						\$0
1. State Funds						\$0
2. Local Funds						\$0
Tuition and Fees <sup>3</sup>						\$0
Other Funding <sup>4</sup>						\$0
1						\$0
2						\$0
3						\$0
<b>Total Revenue <sup>5</sup></b>	\$0	\$0	\$0	\$0	\$0	\$0

**CourseLeaf CIM Program**

CourseLeaf CIM Program was implemented in summer 2018. CIM Program supplements existing processes for most academic program proposals and changes. This guideline will identify which proposals and changes require the CIM Program Form submission.

Since CourseLeaf is not equipped to handle to complex nature of the approval process, the form supplements UNO’s current processes. Depending on the type of proposal, CIM Program will require users to upload the proposal, budget tables, and cover memos.

# Creation of New Academic Program or Organizational Units

## Concentration or Minors

### Documentation

1. Please use the CourseLeaf Program Form to create a minor or concentration. Please upload the following:
2. Concentration or Minor Proposal Form (word document)

### Definitions

Minors share the following elements:

- Minors consist of 15-18 hours of undergraduate coursework, must include 9 hours at the 3000 level or higher, or 9 hours of graduate coursework;
- Minors provide an opportunity for a secondary set of skills and knowledge in addition to a major;
- Minors cover an area outside of the major; and
- Minors are recognized on transcripts.

Concentrations share the following elements:

- Concentrations are a subset of a major with a limited number of hours required;
- Concentrations consist of 12-18 undergraduate credit hours or at least 9 graduate credit hours. The BMS concentrations have 30 hours of coursework;
- Concentrations share a core set of requirements for the major;
- Concentrations may overlap with other concentrations within a major;
- Concentrations have some distinct or unique requirements that differentiate from other concentrations or within the major; and
- Concentrations are recognized on transcripts.

### Review and Approval Process

#### **On-Campus Review**

Department or School

College

Graduate Council (grad only)

Education Policy Advisory Committee

Academic Affairs Leadership

## Timeline

Concentrations are considered report items whereas minors are considered action items. After Academic Affairs receives the proposal with the required department and college sign-offs through CIM Program, it takes approximately two months to go through the process. The deadline for submission for minors and concentrations is April 15 in order to be considered for Fall approval. It is strongly recommended that you work with [curriculum@unomah.edu](mailto:curriculum@unomah.edu) at the early stages of the proposal. This will prevent the proposal coming to a stop at different stages for additional changes that could prolong the approval process. Please note that throughout the approval process, changes to the proposal should be expected.

## Certificate Proposals

### Documentation

1. Please use the CourseLeaf Program Form to create a certificate. Please upload the following:
2. Cover memo from the Dean's Office
  - Content should state that:
    - The proposal received the appropriate department/school and college-level approvals
    - The proposal is endorsed by the dean's office
  - Cover memos from the dean, associate dean, and assistant dean are accepted.
3. Certificate Proposal Form (word document)
4. Budget Tables (excel document)
  - See required CCPE-approved template

### Definitions

Certificates share the following elements:

- Certificates generally consist of 12-18 hours of coursework;
  - Please note that recent changes in the Higher Learning Commission requirements for AP teachers require 18 hours of coursework in the subject matter.
- Ensure that the program of study follows the appropriate undergraduate or graduate academic guidelines
- Certificates provide an opportunity for a recognized specific set of skills and knowledge;
- With departmental approval, the certificate coursework may be applied to a graduate or undergraduate degree program; and
- Certificates provide an independent or professional credential that is awarded in addition to, or independently from, a graduate or undergraduate degree.

### Review and Approval Process

<b>On-Campus Review</b>	<b>Off-Campus Review</b>
Department or School	University of Nebraska Provost
College	Chief Academic Officers
Faculty Senate	Academic Affairs Committee (BoR)
Education Policy Advisory Committee	Board of Regents
Academic Affairs Leadership	Coordinating Commission for Postsecondary Education
Chancellor's Executive Leadership Team	

## Timeline

Development of a new certificate takes approximately one year after the Office of Academic Affairs receives the proposal. It is highly recommended that you work with Academic Affairs on developing the proposal and budget tables. Academic Affairs will ensure that the proposal meets the criteria set forth by the Board of Regents and the Nebraska Coordinating Commission for Postsecondary Education. Academic Affairs will also identify risk areas and potential remedies to ensure approval.

### *Expedited Review of Proposed New Graduate Certificate Programs*

Under certain circumstances proposed new Certificate Programs would receive expedited review and approval. This would involve review by the Campus Graduate Council and the Council of Academic Officers, with final approval by the Provost and President.

For a program to be considered for expedited review and approval, it must meet the following requirements:

1. The proposed certificate must be a reasonable extension of an existing master's program in that it uses existing courses in the present masters.
2. The proposed certificate would require at least 12 - 15 hours of work past the bachelor's degree but no more than 20 hours. A core of required or elective courses must be in the department/program offering the certificate; however there could be an opportunity for graduate students to take up to one third of the program in optional or elective courses in collateral departments of relevant disciplines, consistent with the requirements of the existing program.
3. The proposed certificate would be a repackaging of existing graduate courses, requiring no additional or reallocated resources to support the program. The proposal would have to demonstrate the availability of internal capacity to offer the certificate.
4. The proposal would need to show evidence of demand and that the proposal is being responsive to a demonstrated need in the university or community. However, the justification would not need to be as elaborate as that required for a new degree program.
5. Following approval of such a new Certificate Program, the action will be reported to the Board of Regents at the next meeting.

### *Undergraduate Certificate*

Please note that the creation of undergraduate certificates is considered the purview of community colleges and therefore undergraduate certificates are strongly discouraged.

## Major or Degree

### Documentation

1. Please use the CourseLeaf Program Form to create a major or degree. Please upload the following:
2. Cover memo from the Dean's Office
  - Content should state that:
    - The proposal received the appropriate department/school and college-level approvals
    - The proposal is endorsed by the dean's office
  - Cover memos from the dean, associate dean, and assistant dean are accepted.
3. Certificate Proposal Form (word document)
4. Budget Tables (excel document)
  - See required CCPE-approved template
5. Letters of Support (optional but recommended)
  - Focus of the letters of support should be need and workforce development.

### Definitions

Majors share the following elements:

- Majors consist of a minimum of 30 hours of undergraduate or graduate coursework;
- Majors are discipline and content specific with a coherent plan of study;
- (Ensure that the program of study follows the appropriate undergraduate or graduate academic guidelines)
- Majors have limited overlap with other majors;
- Majors provide both depth and breadth within a specific-content area; and
- Majors are not printed on diplomas, but recognized on transcripts.

### Review and Approval Process

<b>On-Campus Review</b>	<b>Off-Campus Review</b>
Department or School	University of Nebraska Provost
College	Independent External Review (grad only)
Graduate Council (grad only)	Executive Graduate Council (grad only)
Faculty Senate	Chief Academic Officers
Education Policy Advisory Committee	Academic Affairs Committee (BoR)
Academic Affairs Leadership	Board of Regents
Chancellor's Executive Leadership Team	Coordinating Commission for Postsecondary Education

## Timeline

Development of a new major or degree takes approximately one year to 14 months, after the Office of Academic Affairs receives the proposal. It is highly recommended that you work with Academic Affairs on developing the proposal and budget tables. Academic Affairs will ensure that the proposal meets the criteria set forth by the Board of Regents and the Nebraska Coordinating Commission for Postsecondary Education. Academic Affairs will also identify risk areas and potential remedies to ensure approval.

## Organizational Unit

### Documentation

1. Cover memo from the Dean's Office
  - Content should state that:
    - The proposal received the appropriate department/school and college-level approvals
    - The proposal is endorsed by the dean's office
  - Cover memos from the dean, associate dean, and assistant dean are accepted.
  - The cover memo should be addressed to Senior Vice Chancellor for Academic Affairs with a copy sent to [curriculum@unomaha.edu](mailto:curriculum@unomaha.edu).
  - Please note: without the explicit approval from the dean's office, Academic Affairs will not act upon the proposal.
2. Proposal Form (word document)
  - See required template:
    - Center and Institute
    - College, School, and Department
3. Budget Table (excel document)
  - See required CCPE-approved template
4. Letters of Support (optional)

### Definitions

#### *Center or Institute*

According to the Nebraska Coordinating Commission for Postsecondary Education (CCPE), the terms "Center" and "Institutes" are used interchangeably (CCPE, Rule 4 – Article 6a). Board of Regents Bylaws section 2.11 stipulates the following criteria:

- Interdisciplinary breadth encompassing commitment of funding and faculty time from more than one department.
- An identifiable budget.

Furthermore, CCPE associates Centers and Institutes with entities that address new and emerging problems and issues. Article 6b of CCPE Rule 4 further identifies the following characteristics:

- Have an identified and significant budget
- Are associated with assigned FTEs or faculty and/or research or other professional staff
- May or may not include association or entities outside the institution

#### *School*

The University of Nebraska adopted comprehensive criteria that guide the establishment of new schools within its campuses. This policy dictates that schools should possess most of the

following characteristics: (1) be composed of several disciplinary areas with the complexity of composition and programs that lies between that of a University of Nebraska department and college; (2) the academic makeup of the proposed school combines areas that have previously been, or could be, academic departments; (3) the school represents a proposed organizational structure that is commonly found at other universities across the United States; (4) the school has programs at the post-baccalaureate level and a number of degrees or concentrations at the undergraduate level; and (5) the faculty of the proposed school must have engaged in significant and diverse scholarly activities with national and regional impact.

Review and Approval Process

<b>On-Campus Review</b>	<b>Off-Campus Review</b>
Department or School	University of Nebraska Provost
College	Chief Academic Officers
Faculty Senate	Academic Affairs Committee (BoRO)
Education Policy Advisory Committee	Board of Regents
Academic Affairs Leadership	Coordinating Commission for Postsecondary Education
Chancellor’s Executive Leadership Team	

Timeline

Development of a new organizational unit takes approximately one year after the Office of Academic Affairs receives the proposal. It is highly recommended that you work with Academic Affairs on developing the proposal and budget tables. Academic Affairs will ensure that the proposal meets the criteria set forth by the Board of Regents and the Nebraska Coordinating Commission for Postsecondary Education. Academic Affairs will also identify risk areas and potential remedies to ensure approval. Collaborative Agreements

## Significant Changes

### Name Change

#### Academic Program

To change the name of an academic program, go into CourseLeaf Program and change the name of the program in the form. A rationale for the name change will be required.

#### *Prefix Changes*

Subject codes, also known as **prefixes**, are front-facing PeopleSoft codes. When an existing program undergoes a name change, the college/department/school may request that the name change is accompanied with a prefix change.

- Prefix changes are approved by the Office of Academic Affairs after requests by the college dean on behalf of the department/school.
  - Prefix changes can only be granted if they align with the curriculum.
  - The Office of Academic Affairs will ensure that prefix changes are appropriate.
- Unlike plan/academic org code changes, prefix changes can only occur for future enrollment terms.
- Prefix changes affect longitudinal reporting capacities.

To request a prefix change, please send a cover memo from the dean's office detailing the request. Please emphasize why and how the proposed prefix is better aligned with the curriculum. Cover memos can be sent to [curriculum@unomaha.edu](mailto:curriculum@unomaha.edu).

#### Organizational Unit

To request a name change of a Board of Regents- approved organizational, please send a cover memo from the dean's office with the following information:

1. Current organizational name
2. Proposed organizational name
3. Rationale
4. Statement indicating appropriate department/school/unit and college-level support.

#### Timeline

Name changes are considered report items but undergo similar approval steps as the initial creation of the program/unit. This means that name changes of minors and concentrations require only on-campus approvals, whereas name changes to certificates, majors, degrees, and organizational units need to be reported to the Board of Regents and the Nebraska Coordinating Commission for Postsecondary Education. The deadline for submission for minors and concentrations name changes is April 15 in order to be considered for Fall approval.

## **Discontinuation**

Discontinuing an academic program requires similar approvals as the program's creation. Discontinuing a degree and/or major, will need to be reported to the Board of Regents and the Nebraska Coordinating Commission for Postsecondary Education.

To discontinue an academic program, go into CourseLeaf Program and follow the instructions in the CIM-Program CourseLeaf form. Provide a rationale for discontinuation which includes an action plan of how the college intends to handle current students.

To eliminate an organizational unit, please contact Academic Affairs.

Discontinuations are considered report items but undergo similar approval steps as the initial creation of the program/unit. This means that discontinuation of minors and concentrations require only on-campus approvals which take approximately two months to complete, whereas the discontinuation of certificates, majors, degrees, and organizational units need to be reported to the Board of Regents and the Nebraska Coordinating Commission for Postsecondary Education – taking approximately nine months to one year

While the proposals for discontinuation are processed, Academic Affairs will halt admissions to the academic program.

## **Moratorium**

If you do not want to permanently discontinue an academic program from the inventory, but you want to put a temporary hold on an academic program, you can submit a request to place the academic program on moratorium. Please submit the following:

- Cover memo from the dean's office
- Rationale for the moratorium
- Action steps to revitalize the academic program
- Timeframe

While the proposals for moratorium's are processed, Academic Affairs will halt admissions to the academic program.

## **Online Delivery Mode**

Existing programs can request to be recognized as offering an online delivery. Online delivery means that the entire program, including all required coursework, can be obtained using technology-based delivery. This means that a student is not required to be physically present at the UNO campus to fully participate in the entirety of the program. If the program is adding an online delivery, the program must certify that the online curriculum is the same as the curriculum offered through traditional delivery.

To change the delivery mode of an academic program, log into CIM-Program and follow the instructions in the CIM-Program CourseLeaf form.

## **CIP Code Changes**

The Classification of Instructional Programs (CIP) codes were developed by the U.S. Department of Education as the national taxonomic standard of academic program titles for federal surveys and state reporting of institutional data.

### Requirements

- The argument for changing the CIP code must be curriculum-based.
- The proposal must address why the old CIP code is not an appropriate description of the program's curriculum and why the proposed CIP code is correct. Supporting documents may be submitted.
- The program needs to demonstrate that equivalent programs accredited by HLC and offered by reputable institutions have the proposed CIP code.
- The change should be impacting graduate and undergraduate programs if appropriate.
- The decision to change the CIP code should be finalized by Academic Affairs by March to be activated at the start of the following academic year. Under no circumstances can CIP code changes be changed during an academic year or retroactively.

### Process

The request to change a CIP code should come from faculty administering the program with the support of the dean. After the change has received the appropriate department/school and college approvals, the Office of Academic Affairs should receive a curriculum-based rationale for the CIP code change request, along with a cover memo from the dean's office stating that appropriate approvals were received.

A curriculum review committee with the following representatives will convene to discuss the merits of the proposal.

## **Collaborative Agreements**

### **Process**

Collaboration allows the university to leverage existing resources and expertise. Creation of collaborative agreements often occurs through a Memorandum of Understanding (MOU). Please contact [curriculum@unomaha.edu](mailto:curriculum@unomaha.edu) for guidelines related to the creation of collaborative agreements.

### **Definitions**

#### Double Major

To pursue a double major, a student only needs to fulfill the college requirements of his/her primary college. The degree awarded will be associated with the major pursued at the primary college. The student will also have to fulfill the university general education curriculum, as well as the major requirements for both subject areas. The student would be awarded one degree (e.g. a BSED) with the double majors (e.g. in Secondary Education and English).

\*Note: No additional hours are required if the student can complete the additional major within the minimum hours required for the degree.

#### Double Degree <sup>1</sup>

For UNO to award a double degree, a student needs to meet all the college requirements for both degrees. The student also must fulfill the university general education curriculum. In addition, the student must complete at least 30 student credit hours in each field.

The university does not award the same degree twice. For example, it is possible for a student to be awarded a BS with a major in Biology and a BSED with a major in secondary education. However, it is not possible for a student to be awarded two BS degrees; instead, the student would be awarded one BS degree with two respective majors.

#### Dual-Degree program

A dual degree program refers to a specifically approved combination of degree programs.

#### Joint Degree

“Joint programs” shall mean programs offered and administered jointly by more than one department or unit located on more than one campus. In terms of the governance of the graduate program, the units participate equally in a single graduate committee. For a joint program,

students may apply to any campus offering the program and be awarded the diploma at the commencement at the campus of his or her choice.”<sup>1</sup>

### Fast Track

Fast Track offers highly qualified and motivated students the opportunity to complete a bachelor’s degree and a master’s degree (this does not apply to graduate certificates) in an accelerated time frame. With Fast Track students may count up to 9 graduate hours toward the completion of their undergraduate program, as well as the graduate degree program.

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<sup>1</sup> <https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/guidance/graduate-college-policy-handbook.pdf> . P. 55