I. Approval of Master’s and Bachelor’s Programs

The Board of Trustees (BOT) of the University of South Florida is responsible for authorizing new master’s and bachelor’s programs.

The BOT will normally consider proposals for new master’s and bachelor’s degree programs at the May and November meetings. Proposals will be advanced to the full BOT through the BOT Work Group on Academics and Campus Environment (ACE). (A schedule of ACE Work Group meetings may be found at http://www.acad.usf.edu/ace/.)

The President, in consultation with the Provost or the Vice President for Health Sciences, advances new program proposals to the ACE Work Group for the Trustees’ consideration.

All proposals must be reviewed and approved by the appropriate department and college committees, and by the appropriate department chair(s)/director(s) and dean(s) before being forwarded to the Undergraduate Council or Graduate Council, as appropriate, for review and comment. (For details of the respective Councils’ review procedures, contact the Office of Undergraduate Studies or the Office of Graduate Studies as appropriate.) When these levels of review have been completed, the Dean (or Deans in the case of programs involving multiple colleges) may forward the proposal to the Provost. Proposals from colleges within the Health Sciences Center must be submitted to the Vice President for Health Sciences for review and approval.

The Provost or Vice President for Health Sciences will review the proposal and make a recommendation to the President regarding its readiness for submission. In certain cases, the Provost or the Vice President for Health Sciences may request an additional review by an outside consultant who may or may not conduct a site visit.

Program proposals will be prepared according to the format found on the Provost’s Office web page at http://www.acad.usf.edu/Administrative+Areas/new_degree.htm.

Before an academic unit or other faculty group begins work on a new degree program proposal, it is advisable to schedule a meeting with the appropriate staff person in the Provost’s Office. (Contact Kathleen Moore at ext. 4-5565 or kmoore@acad.usf.edu.)

Proposals submitted for consideration by the ACE Work Group on behalf of the BOT must meet the following criteria:

**Criteria for New Bachelor’s Degree Authorization**

A. Readiness

1. **Program Quality:** If there have been program reviews or accreditation activities in the discipline or in related disciplines pertinent to the proposed program, the proposal provides evidence that progress has been made in implementing the recommendations from those reviews, as appropriate.
2. **Curriculum**: The proposal describes an appropriate and sequenced course of study, including expected student learning outcomes, an assessment plan to verify student learning, and, in the case of advanced technology and related disciplines, industry-driven competencies. Evidence is provided that, if appropriate, the university anticipates seeking accreditation for the proposed program.

3. **Faculty**: Evidence is provided that a critical mass of faculty is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty in later years, based on estimated enrollments.

4. **Resources**: Evidence is provided that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; and appropriate clinical and internship sites are sufficient to initiate the program.

**B. Accountability**

5. **Need**: Evidence is provided that there is a need for more people to be educated in this program at this level. If the program duplicates other programs in Florida, a convincing rationale for doing so is provided. The proposal contains realistic estimates of headcount and FTE students who will major in the proposed program and indicates steps to be taken to achieve a diverse student body.

6. **Budget**: The proposal provides a complete and realistic budget for the program which reflects the text of the proposal, which is comparable to the budgets of similar programs, and which provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have an unjustified negative impact on other needed programs. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment.

7. **Productivity**: The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service

**C. Access**

8. Evidence is provided that community college articulation has been addressed and ensured.

9. All prerequisites are listed with the assurance that they are the same as the standardized prerequisites for similar degree programs within the SUS. The State Board of Education shall establish policies regarding the approval of exceptions to the standardized prerequisites.

10. The total number of credit hours does not exceed 120. The State Board of Education shall establish policies regarding the approval of exceptions to the statutory mandate of a 120-hour maximum.

11. The Florida Board of Governors shall establish policies regarding the authorization of limited access status for baccalaureate programs. The policies shall ensure that adequate justification exists for limited access designation and that diversity, articulation, and workforce issues are appropriately addressed.
Criteria for New Master's Degree Authorization

A. Readiness

1. **Mission and Strength:** The goals of the program are aligned with the university’s mission and relate to specific institutional strengths.

2. **Program Quality:** If there have been program reviews or accreditation activities in the discipline or in related disciplines pertinent to the proposed program, the proposal provides evidence that progress has been made in implementing the recommendations from those reviews, as appropriate.

3. **Curriculum:** The proposal describes an appropriate and sequenced course of study, including expected student learning outcomes, an assessment plan to verify student learning, and, in the case of advanced technology and related disciplines, industry-driven competencies. Evidence is provided that, if appropriate, the university anticipates seeking accreditation for the proposed program.

4. **Faculty:** Evidence is provided that a critical mass of faculty is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty in later years, based on estimated enrollments.

5. **Resources:** Evidence is provided that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; appropriate fellowships, scholarships, and graduate assistantships; and appropriate clinical and internship sites are sufficient to initiate the program. Fellowships, scholarships, and graduate assistantships are in place or planned where applicable.

B. Accountability

6. **Need:** Evidence is provided that there is a need for more people to be educated in this program at this level. If the program duplicates other programs in Florida, a convincing rationale for doing so is provided. The proposal contains realistic estimates of headcount and FTE students who will major in the proposed program and indicates steps to be taken to achieve a diverse student body.

7. **Budget:** The proposal provides a complete and realistic budget for the program which reflects the text of the proposal, which is comparable to the budgets of similar programs, and which provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have an unjustified negative impact on other needed programs. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment.

8. **Productivity:** The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service.
II. Approval of Specialist, Doctoral, and First Professional Programs

The Florida Board of Governors (FBOG) is responsible for authorizing new specialist, doctoral, and first professional degree programs.

The President, in consultation with the Provost or the Vice President for Health Sciences, submits new specialist, doctoral, and first professional program proposals to the Division of Colleges and Universities at least 10 weeks in advance of FBOG meetings at which they might be considered. Each proposal should include a list of potential consultants who may be retained to review the request. Requests will be considered only for programs included in the State University System Strategic Plan. All requests must have been previously considered and approved by the University Board of Trustees. Proposals that do not meet the criteria listed below or are missing key data elements or contain concerns that may be addressed in a resubmission will not be recommended for consideration.

University Approval Process

All proposals must be reviewed and approved by the appropriate department and college committees, and by the appropriate department chair(s)/director(s) and dean(s) before being forwarded to the Graduate Council for review. (For details of the Council’s review procedures, contact the Office of Graduate Studies.) When these levels of review have been completed, the Dean (or Deans in the case of programs involving multiple colleges) may forward the proposal to the Provost. Proposals from colleges within the Health Sciences Center must be submitted to the Vice President for Health Sciences for review and approval.

Once all levels of review have been completed, the Provost or the Vice President for Health Sciences will make a recommendation to the President regarding the readiness of a proposal for submission.

Approval of the University Board of Trustees (BOT) is required before a proposal is submitted to the Division of Colleges and Universities. New program proposals are advanced to the full BOT through the BOT Work Group on Academics and Campus Environment (ACE). (A schedule of ACE Work Group meetings may be found at [http://www.acad.usf.edu/ace/](http://www.acad.usf.edu/ace/)).

Program proposals will be prepared according to the format found on the Provost’s Office web page at [http://www.acad.usf.edu/Administrative+Areas/new_degree.htm](http://www.acad.usf.edu/Administrative+Areas/new_degree.htm).

Before an academic unit or other faculty group begins work on a new degree program proposal, it is advisable to schedule a meeting with the appropriate staff person in the Provost’s Office. (Contact Kathleen Moore at ext. 4-5565 or kmoore@acad.usf.edu.)

Proposals submitted for consideration by the FBOG must meet the following criteria:

Criteria for New Specialist, Doctoral, and First Professional Degree Authorization

A. Readiness

1. Mission and Strength: The goals of the program are aligned with the university’s mission and relate to specific institutional strengths.
2. **Program Quality:** If there have been program reviews or accreditation activities in the discipline or related disciplines pertinent to the proposed program, the proposal provides evidence that progress has been made in implementing the recommendations from those reviews, as appropriate.

3. **Curriculum:** The proposal describes an appropriate and sequenced course of study, including expected student learning outcomes, and, in the case of advanced technology and related disciplines, industry-driven competencies. Admissions and graduation criteria are clearly specified and appropriate. The course of study and credit hours required may be satisfied within a time frame consistent with similar programs. In cases where accreditation is available for existing bachelor’s or master’s level programs, evidence is provided that the programs are accredited or a rationale is provided as to the lack of accreditation.

4. **Faculty:** Evidence is provided that a critical mass of faculty is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty in later years, based on estimated enrollments. In case of doctoral programs, evidence is provided that the faculty in aggregate have the necessary experience and research activity to sustain the proposed program.

5. **Resources:** Evidence is provided that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; appropriate fellowships, scholarships, and graduate assistantships; and appropriate clinical and internship sites are sufficient to initiate the program. Fellowships, scholarships, and graduate assistantships are in place, or the University has made plans for their existence.

**B. Accountability**

6. **Need:** Evidence is provided that there is a need for more people to be educated in this program at this level. The proposal contains realistic estimates of headcount and FTE students who will major in the proposed program and indicates steps to be taken to achieve a diverse student body. If the program duplicates other programs in Florida, a convincing rationale for doing so is provided.

7. **Budget:** The proposal provides a complete and realistic budget for the program which reflects the text of the proposal, which is comparable to the budgets of similar programs, and which provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have an unjustified negative impact on other needed programs. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment.

8. **Productivity:** The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service.