The Florida Board of Governors has the authority to approve for implementation new professional and research doctoral degree programs. The USF BOT must approve new professional and research doctoral degree programs for submission to the Board of Governors for authorization, in accordance with the criteria outlined in BOG Regulation 6C-8011(3).

The University of South Florida Board of Trustees (USF BOT) has the responsibility and authority to approve for implementation new degree programs at the bachelor’s, master’s, advanced master’s, and specialist level in accordance with BOG Regulation 6C-8.011 (3) and (6).

A degree program is defined as an organized curriculum leading to a college degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics, or as demonstrated by similar programs existing at other colleges and universities, and having designated faculty and instructional resources. Each degree program will be assigned a CIP code and included in the State University System Academic Degree Program Inventory.

All proposals for new degree programs will be advanced to the full BOT through the BOT Work Group on Academics and Campus Environment (ACE).

A. Approval of Bachelor’s, Master’s, Advanced Master’s and Specialist Degree Programs

The process for new degree program planning and approval is as follows:

1. The University will develop, in conjunction with its strategic plan, a list of degree programs that will be explored for implementation over the period covered by the USF strategic plan and the Board of Governors’ State University System Strategic Plan. Annually, a list of degree programs to be explored for implementation over each academic year will be presented by the Dean of the Graduate School and the Dean of Undergraduate Studies to the Academics & Campus Environment Advisory Council (ACEAC) at that Council’s first meeting of the academic year.

2. Departments and colleges wishing to implement new Bachelor’s, Master’s, Advanced Master’s or Specialist degree programs will prepare a preproposal.

3. Bachelors’ Degree Programs: Preproposals developed at USF Tampa (including USF Health), USF Lakeland, and USF Sarasota-Manatee will follow the review process prescribed in the InterCampus Academic Relations (ICAR) document. Preproposals will then be submitted to the USF Undergraduate Council. Preproposals developed at USF St Petersburg will follow the review process prescribed by that institution and will be submitted to the USFSP Undergraduate Council. All proposals will then be advanced to the Academics & Campus
Environment Advisory Council and Health Sciences & Research Advisory Council for information as appropriate.

4. **Master’s, Advanced Master’s, and Specialist Degree Programs:** Preproposals developed at USF Tampa (including USF Health), USF Lakeland, and USF Sarasota-Manatee will follow the review process prescribed in the InterCampus Academic Relations (ICAR) document. Preproposals developed at USF St Petersburg will follow the review process prescribed by that institution. All preproposals will be forwarded to the Graduate Executive Coordinating Committee (GECC). When the GECC recommends proceeding with a full proposal, the Dean of the Graduate School will advance the preproposal to the ACEAC and Health Sciences & Research Advisory Council as appropriate.

5. Program proposals will be prepared according to the common state university system format found on the Provost’s Office web page at [http://www.acad.usf.edu/Office/Academic-Programs/New-Degree](http://www.acad.usf.edu/Office/Academic-Programs/New-Degree).

6. **Bachelors’ Degree Programs:** Proposals developed at USF Tampa (including USF Health), USF Lakeland, and USF Sarasota-Manatee will follow the review process prescribed in the InterCampus Academic Relations (ICAR) document. Proposals will then be submitted to the USF Undergraduate Council. Proposals developed at USF St Petersburg will follow the review process prescribed by that institution, and will be submitted to the USFSP Undergraduate Council. Upon the recommendation of the appropriate Undergraduate Council, proposals will then be advanced to the ACEAC.

7. **Master’s, Advanced Master’s, and Specialist Degree Programs:** Proposals developed at USF Tampa (including USF Health), USF Lakeland, and USF Sarasota-Manatee will follow the review process prescribed in the InterCampus Academic Relations (ICAR) document. Proposals developed at USF St Petersburg will follow the review process prescribed by that institution. Proposals will then be advanced to the ACEAC by the Dean of the Graduate School.

8. As part of the ACEAC review process, members will distribute new degree program proposals to their respective constituencies for review and comment. Upon the recommendation of the ACEAC, the Provost and Senior Vice President will advance proposals to the BOT ACE Work Group for final review and recommendation to the USF Board of Trustees.

9. Proposals submitted for consideration by the BOT ACE Work Group on behalf of the BOT must meet the criteria listed in Florida Board of Governors’ Regulation 6C-8.011.

**Approval of Doctoral Degree Programs and First Professional Degree Programs**

The USF BOT must approve new doctoral and first professional degree programs for submission to the Board of Governors (BOG) for authorization, in accordance with BOG Regulation 6C-8.011 (3).
In approving new doctoral degree programs for implementation authorization, the Board of Governors will consider the sufficiency of the university proposal evaluation process, the distinctive mission of the university, alignment with the State University System Strategic Plan, pertinent workforce data, and the extent to which the programs will contribute to the economic development of the local community and the state.

Proposals that are complete and have been determined to meet all criteria for new program authorization will be considered by the Board of Governors for approval and, subsequent to approval, USF may offer the new program at a date no sooner than that specified in the proposal. Proposals that do not meet the criteria for new program authorization or that are missing key data elements will not be considered by the Board of Governors for approval.

If the University contemplates implementing a master’s or conversion of an existing program and a doctoral or first professional degree program in the same field simultaneously, a single proposal for both degree levels should be developed, differentiating elements within the proposal as necessary. Both degree levels must be approved by the university board of trustees prior to submitting the doctoral program for approval by the Board of Governors.

New doctoral programs will be considered by the Board of Governors only at the June and November meetings, unless extenuating circumstances justify the need for Board consideration during a different timeframe. The Chancellor will establish deadlines for submission of new degree proposals for consideration at each meeting and notify the university presidents.

The process for new doctoral and first professional degree program planning and approval is as follows:

1. The University will develop, in conjunction with its strategic plan, a list of degree programs that will be explored for implementation over the period covered by the USF strategic plan and the Board of Governors’ State University System Strategic Plan. Annually, a list of degree programs to be explored for implementation over each academic year will be presented by the Dean of the Graduate School to the Academics & Campus Environment Advisory Council (ACEAC) at that Council’s first meeting of the academic year.

2. Doctoral Programs and First Professional Degree Programs will originate in and be offered only by departments and colleges at USF Tampa, including USF Health but may include components at regional and other campuses.

3. Departments and colleges wishing to implement new Professional and Research Doctoral Degrees as well as First Professional Programs will prepare a preproposal for review by the appropriate program, department, and college committees. (Preproposals applicable to clinical health education and/or clinical health care delivery programs will be reviewed concomitantly by the GECC and the Health Sciences & Research Advisory Council.

4. Preproposals will be forwarded to the Graduate Executive Coordinating Council (GECC). When the GECC recommends proceeding with a full proposal, the
Dean of the Graduate School will advance the preproposal to the ACEAC and the Health Sciences & Research Advisory Council for information as appropriate.

5. Program proposals will be prepared according to the common state university system format found on the Provost’s Office web page at http://www.acad.usf.edu/Office/Academic-Programs/New-Degree.

6. Upon the approval and recommendation of the appropriate program, department, and college committees, completed proposals will be forwarded to the USF Graduate School. The Dean of the Graduate School, in consultation with the department and college, will retain a qualified external consultant to review the proposal and prepare a formal written report and recommendations. The external review may include a site visit.

7. If the external review is favorable, the Dean of the Graduate School will advance the proposal and the external consultant’s report to the USF Graduate Council, except that for those first professional programs related to clinical health education and/or clinical health care delivery the external consultant’s report will also be forwarded to the Health Sciences & Research Advisory Council for information.

8. Upon the recommendation of the Graduate Council, the proposal will then be advanced to the ACEAC by the Dean of the Graduate School.

9. As part of the ACEAC review process, members will distribute new degree program proposals to their respective constituencies for review and comment. Upon the recommendation of the ACEAC, the Provost and Senior Vice President will advance proposals to the BOT ACE Work Group for final review and recommendation to the USF Board of Trustees.

10. Proposals submitted for consideration by the BOT ACE Work Group on behalf of the BOT must meet the criteria listed in Florida Board of Governors’ Regulation 6C-8.011.

Criteria for New Degree Program Approval

Proposals for new degree programs shall be authorized by the USF BOT only if they have been found to meet the following criteria in Florida Board of Governors’ Regulation 6C-8.011:

(a) Institutional and State Level Accountability

1. THE PROGRAM IS CONSISTENT WITH INSTITUTIONAL MISSION AND BOG STATE UNIVERSITY SYSTEM STRATEGIC PLAN – The proposal must demonstrate that the goals of the program are aligned with the university’s mission and relate to specific institutional strengths, and that the program is consistent with the current State University System Strategic Planning Goals as demonstrated by an explanation of the goals which the program will directly advance.

2. DEMONSTRATE NEED FOR PROGRAM GRADUATES, RESEARCH OR SERVICE – The proposal must demonstrate a need for more individuals to be educated in this program at the level proposed, and contain an estimate of the
headcount and FTE for students who will major in the program and indicate steps to be taken to achieve a diverse student body. If an argument is made for the program based upon research or service, then specific information supporting the argument must be provided. If the program duplicates other degree programs in Florida, evidence must be provided that the university has investigated the potential impact on those programs, discussed opportunities for collaboration, and can substantiate a need for duplication.

3. FINANCIAL PLANNING AND RESOURCES ARE SUFFICIENT FOR IMPLEMENTATION - The proposal must provide a complete budget for the program which reflects the text of the proposal, that is comparable in cost to similar existing programs, and that provides evidence that, in the event 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.

4. PROJECTED BENEFIT OF THE PROGRAM TO THE UNIVERSITY, LOCAL COMMUNITY, AND STATE - The proposal must provide a statement that describes the projected benefit to the university, local community, and the State if the program is implemented. The statement should demonstrate efficient use of resources and justification for the investment. The projected benefit can be both quantitative (data driven) and qualitative in nature, but there should be a clear distinction between the two in the proposal.

5. ACCESS AND ARTICULATION ARE MAINTAINED FOR ALL PROGRAMS – The proposal must demonstrate that:
   a. All prerequisites for a baccalaureate program are consistent with standardized prerequisites for similar degree programs within the SUS, or that an exception will be sought through the Oversight Committee of the Articulation Coordinating Committee;
   b. If limited access status is sought for a baccalaureate program, adequate justification exists for such designation and evidence must be provided that diversity, articulation, and workforce issues are appropriately addressed when seeking approval from the Board of Governors; and
   c. The total number of credit hours for a baccalaureate program does not exceed 120, or that an exception will be sought from the Board of Governors; and
   d. The proposal for all degree levels must include a plan to achieve a diverse student body in the program.

(b) Institutional Readiness

1. INDICATION OF ABILITY TO IMPLEMENT A HIGH QUALITY PROGRAM - The proposed program must specifically relate to existing institutional strengths such as programs of emphasis, other academic programs and/or institutes and centers. If program reviews or accreditation activities in the discipline pertinent to the proposed program or in related disciplines have been undertaken, the proposal must provide evidence that progress has been made in implementing the recommendations from those reviews, as appropriate.

2. CURRICULUM IS APPROPRIATE FOR THE DISCIPLINE AND PROGRAM LEVEL - The proposal must describe a sequenced course of study, including expected student learning outcomes, an assessment strategy for student learning, and, in the case of advanced technology and related disciplines, industry-driven competencies. Admissions and graduation criteria must be clearly specified and appropriate. The course of study and credit hours required may be satisfied within a timeframe consistent with similar programs. In cases where accreditation is available for
existing bachelor’s or master’s level programs, evidence must be provided that the program will seek accreditation, or a rationale as to why accreditation may not be beneficial.

3. SUFFICIENT QUALIFIED FACULTY ARE AVAILABLE – The proposal must demonstrate that sufficient qualified faculty are available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty in later years. The proposal must demonstrate that the academic unit(s) associated with this new degree has been productive in teaching, research, and service. For Professional and Doctorate Programs ONLY - evidence must be provided that the faculty in the aggregate has the necessary experience and research activity to sustain Ph.D. programs and other professional or doctoral programs for which research and grant funding is an expectation of the discipline.

4. SUFFICIENT INSTITUTIONAL RESOURCES ARE AVAILABLE – The proposal must demonstrate that the necessary library resources are available, including electronic databases, monographs, serials and specialized staff; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; and appropriate clinical and internship sites will be available to implement the program. For all Graduate Level Programs, the proposal must indicate whether appropriate fellowships, scholarships, and graduate assistantships are in place, or if the university has made sufficient plans for their existence where student support is the norm in similar programs in the discipline.

Approval of Independent Degree Programs at Regional Campuses and Off-Campus Sites

The USF BOT must approve the implementation of complete or substantially complete degree programs (i.e. those having designated faculty lines with independent curricula decision making authority, designated facilities and instructional resources, and a designated student body) at a regional campus or other subsidiary instructional location. Such approval is required regardless of whether the university already has authority to offer the degree program.

Each such program must meet the new degree program approval criteria in Florida Board of Governors’ Regulation 6C-8.011, and the approval process is the same as that prescribed above for new degree program authorization at USF.

This requirement does not apply to programs that share faculty and students between and among campuses and/or instructional locations.

Requirement for Legislative Approval

In accordance with Section 1004.03, F.S., any request for authorization to plan a new college, school, or functional equivalent of a program leading to a degree offered as a credential for a specific license granted under the Florida Statutes or the State Constitution must be approved by the Legislature before final implementation of the program. The BOG Office of Academic and Student Affairs will assist the University in determining if such approval is needed and it is expected that the University will seek approval during the legislative session following final approval by all appropriate State University System boards.