5.1 NONSUBSTANTIVE PROGRAM PROPOSALS

NONSUBSTANTIVE PROGRAM PROPOSALS are those, which add, delete or change elective courses within a program. Substitution of required courses with courses of equal credit value from within the academic department hosting the program are also nonsubstantive (new courses must be through the approval process before it can be substituted). Name changes to a program are nonsubstantive as long as they do not mislead or infringe on the names of existing programs. Program name changes will go to the Faculty Senate as information. Program changes are not retroactive.

Departments offering Departmental Honors will work with the Honors Department to design a list of courses required for students to receive departmental honors. A copy of the courses required for departmental honors needs to be sent to the Faculty Senate Office, MC 1033.

5.2 NONSUBSTANTIVE PROGRAM PROPOSAL DEADLINES

Nonsubstantive program proposals may be submitted at any time. Nonsubstantive program proposal will not be implemented to published catalogs. Once the catalog has been published program proposal will be implemented in the next year’s catalog. The requested changes should be clearly explained and submitted through Curriculog on the Program Proposal Nonsubstantive form. The dean may determine that the proposal should go to the college curriculum committee if there are inter-departmental issues within the college. Otherwise, if the dean approves the proposed change, the proposal will move through the automated approval process. When the changes have all been approved, the change will be entered in the minutes of the next University Curriculum Committee meeting.

5.3 APPROVAL PROCESS FOR NONSUBSTANTIVE PROGRAM PROPOSALS
5.4 **SUBSTANTIVE PROGRAM PROPOSALS**

SUBSTANTIVE PROGRAM PROPOSALS: Program proposals include proposals that alter the requirements for an existing major, minor, BIS degree, Institutional Certificate, diploma or endorsement.

SUBSTANTIVE PROGRAM PROPOSALS are those that change the number of hours required in a program, add or delete required courses or required support courses, create new emphases or tracks within a program, or delete a program of study in a specific field or a specific degree offered through an academic department. These changes need to be done on a Program Proposal Substantive Change form.

**EFFECTIVE DATE:** See *PPM 4-2a Modifying Programs and Courses in the Catalog.*

The University Council on Teacher Education must review any change in a teaching major or minor leading to secondary undergraduate teacher certification. Any change to a graduate program needs to be reviewed by the University Graduate Council before coming to the Curriculum Committee. All substantive program proposals must receive the approval of the University Curriculum Committee and the Faculty Senate.

5.5 **DISCONTINUANCE OF A PROGRAM OF STUDY AND DISBANDING OF DEPARTMENTS**

The Curriculum Committee does not examine proposals for program discontinuance. Administrative decisions to discontinue programs that will require the disbanding of departments and layoff of faculty are only made after an extensive program review has been conducted which follows the process outlined in *PPM 1-14a.* This policy defines the role of the faculty and the Faculty Senate when a program has been recommended for discontinuance or when modifications have been recommended which would adversely or critically affect a program or academic unit.

5.6 **DEADLINE FOR SUBSTANTIVE PROGRAM PROPOSALS**

Substantive program proposals will need to be submitted and reviewed by University Curriculum Committee by the March meeting in order to make changes for the fall catalog. If changes need to be made for summer, proposals will need to be to curriculum by January.
5.7 PROGRAM PROPOSAL FORMS

Program Proposal forms are found in Curriculog (through the eWeber Portal) there are 4 types of Program Proposal forms

1. New Program Proposal
2. Program Proposal Change – Substantive
3. Program Proposal Change – Nonsubstantive
4. Program Proposal Discontinuance

Follow the instructions provided on the form to fill them out. For programs that already exist in the catalog, but are being submitted as a substantive change, please IMPORT the program from the catalog. This will enable the “track changes” feature in Curriculog.

5.8 MASTER’S DEGREE PROGRAMS (Must be approved by Graduate Council before being submitted to the University Curriculum Committee)

Graduate Program Guidelines can be found at: http://weber.edu/facultysenate. Below are considerations before undertaking a proposal for a graduate degree:

Demonstrated student and community demand (e.g. expansion of existing curriculum, evidence from enrollment data at another USHE institution, letters of support from local businesses and government entities stating a need for people with this type of degree, etc.). Open-ended survey data are not sufficient. Demand should be sustainable and consistent with average WSU enrollment levels.

Faculty Sufficiency including appropriate degree qualifications as outlined in PPM 8-11, III, B, Minimum Degree Requirements.

Budget projections consistent with student demand, faculty requirements and any other resource needs.

Evidence of staff sufficiency and university-wide support as well as support from institutions within the USHE.

Curriculum consistent with accepted standards (i.e. WSU, Regents, accreditation). Proposals should indicate whether one or more accrediting bodies regularly accredit the degrees such as the proposed program either alone or as part of larger accreditation.

5.9 ITEMS REQUIRING UTAH STATE BOARD OF REGENTS CONSIDERATION

Items Requiring Regents’ Approval

All new programs (this includes a new track, emphasis or concentration) will need to go to the Regent’s Office. Institutions submitting program proposals for the agenda shall adhere to the procedures described in R401-4 and in Appendix A: Flow Chart for New Programs (R401-4). Programs inclusive of those in R401
will have undergone institutional review and have been approved by the institutional Board of Trustees prior to submission to the Commissioner’s staff. Programs placed on the Regents’ agenda must be recommended by the Program Review Committee prior to Regents’ approval. All proposals for new programs placed on the Regents’ agenda must follow the template.

Complete details and templates for submitting proposals can be found in Utah State Board of Regents’ Policy R401, Approval of New Programs, Program Additions or Program Changes available at: http://higheredutah.org (Click on Utah System of Higher Education at the top of the page and then click on Policies, Section 4 - Academic Affairs)

5.10 APPROVAL PROCESS FOR PROGRAM PROPOSALS

Department Chair
College Curriculum Committee
University Council on Teacher Education or ATE Director (if applicable)
Dean of College
Review by the University Graduate Council (if applicable)
University Curriculum Committee
Executive Committee
Faculty Senate
Banner and Cattracks Review
Provost (For Program Proposals requiring Board of Regents Approval)

PROGRAMS REQUIRING REGENT’S APPROVAL WILL REQUIRE THE ADDITIONAL APPROVAL PROCESS AS DESIGNATED BELOW:

President’s Council
Board of Trustees
State Advisory Council on Teacher Education, and then the Utah State Board of Education
Utah State Board of Regents
Banner and Cattracks Review