

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

APPROVAL OF DEGREES AND
DEGREE PROGRAMS

Effective August 29, 2012

Procedure No. 5-07 (A)

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- (1) Establishing and implementing programs of study require adherence to procedures established by the Ohio Board of Regents, governing the establishment of new degree offerings in the public two-year colleges, and the procedures listed below as established by the Columbus State Community College.
- (2) Preliminary approval of the President and the Ohio Board of Regents must be secured prior to extensive program planning. Preliminary approval forms are available in the office of the Senior Vice-President for Academic Affairs. Requests for preliminary approval must include:
 - (a) The reason for considering such a new degree program.
 - (b) The number of students expected to enroll.
 - (c) The availability of similar programs offered by other institutions (private or public) within a thirty-mile radius of the institution initiating the request.
 - (d) Annual operating cost estimates.
 - (e) The availability of laboratory equipment and/or how it is to be obtained.
 - (f) Evidence that someone on the campus has contacted at least one other college offering a similar program to review their experience regarding cost, student enrollment, and placement.
- (3) Upon favorable recommendation of the appropriate dean, the Senior Vice-President for Academic Affairs may deny or recommend to the President that the President authorize further development of the proposal. Upon the President's authorization to proceed, the Vice President for Academic Affairs shall submit the request to the Ohio Board of Regents for its preliminary approval of program development.
- (4) Upon being informed that the Ohio Board of Regents has granted preliminary approval for the development of a proposal, the Senior Vice-President for Academic Affairs shall authorize the formation of a professional advisory committee in accordance with Procedure 5-15 (C).

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- (5) The appropriate dean, with the cooperation and assistance of the advisory committee and Senior Vice-President for Academic Affairs, will develop a program proposal encompassing the materials and information required in Section 400 of the Ohio Board of Regents Operating Manual for Two-Year Campus Programs in a format provided by the Senior Vice-President for Academic Affairs.
- (6) With the approval of the professional advisory committee and upon the recommendation of the dean, the Senior Vice-President for Academic Affairs shall submit the complete program proposal to the Shared Governance Councils for their respective recommendations.
- (7) Upon receiving these recommendations, the Senior Vice-President for Academic Affairs shall review the proposal and recommend to the President that it be submitted to the Ohio Board of Regents for approval.
- (8) Upon the approval of the Ohio Board of Regents, the proposal shall be submitted to the Board of Trustees for approval.
- (9) The proposal shall be submitted to the appropriate Board Committees as applicable. The recommendation shall include:
 - (a) A budget for the new program for the fiscal year. This budget shall include, where applicable, sufficient funds for advance hiring of the department chairperson to prepare for full program implementation.
 - (b) Staffing request.
 - (c) Remodeling and alterations required with budget, if applicable.
 - (d) Anticipated number of students.
 - (e) The semester and year the new program is to be initiated.
- (10) Upon the approval of the Board of Trustees, the President shall authorize the Senior Vice-President for Academic Affairs to implement the program.

Last Effective Date; April 1, 1994