

# OHIO BOARD OF REGENTS

30 E. Broad St., 36th Fl, Columbus, Ohio 43266-0417  
(614) 466-6000 Fax: (614) 466-5866

## RULE 3333-1-05

### POLICIES AND PROCEDURES FOR REVIEW AND APPROVAL OF NEW DEGREES AND NEW DEGREE PROGRAMS OTHER THAN GRADUATE DEGREES AND ASSOCIATE DEGREES

Under the terms of Section 3333.04 of the Ohio Revised Code, the Ohio Board of Regents is authorized to approve or disapprove all new degree programs at all state colleges, universities, and other state-assisted institutions of higher education. These policies and procedures, which are based on Rule 3333-1-05 of the Ohio Administrative Code, provide guidelines to assist institutional administrators in preparing proposals for new degrees and new degree programs to be approved by the Board of Regents.

#### Definitions

New degrees and new degree programs in state-assisted institutions of higher education are defined as follows:

A "new degree" means any new recognition or award for completion of a prescribed course of study in an institution of higher education evidenced by a diploma or certificate and designed customarily as Bachelors degrees or professional degrees such as Doctor of Medicine, Doctor of Dental Surgery, and Doctor of Jurisprudence.

A "new degree program" means any prescribed course of study in an institution of higher education designated as a major, and/or area of specialization or concentration leading to a recognized degree which was not in effect as of September 20, 1963, and which has not previously been approved by the Ohio Board of Regents.

A "state-assisted institution of higher education" means any college or university receiving an appropriation subsidy for current operation of its instructional activity from an appropriation bill duly enacted into law by the State of Ohio.

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Policies

Recognizing that many institutions are now conducting a continuing review and evaluation of programs, the policies set out below define the circumstances under which the Board of Regents will favorably consider new program proposals as progress is made toward the review of all programs now in place throughout the state system. (Ref. Ohio Board of Regents, "Policy Statement on Review of New Degree Program Proposals," January 15, 1982).

1. Substantial weight in review of all program proposals will be given to evidence of an institution's commitment and progress in carrying forward internal program review and evaluation, and over the longer period ahead to evidence that programs of lesser value and productivity are giving way to programs of greatest value. Attention is urged within such internal review and evaluation to trade-offs which reduce expenditures and which reallocate resources to enhance the overall quality of programming which is retained.
2. Increased focus will be given in review of new program proposals to the state-level perspective regarding the need for new programs, the reasonableness of costs of similar programs offered throughout the state system of colleges and universities, the need for geographical access to programs throughout the state, the relative quality of similar programs existing throughout the state, and the reasonableness of new program proposals to the missions of individual institutions.

At the same time, added attention will be given to clarifying and understanding the larger context of institutional purpose and objectives within which individual programs are proposed.

3. New proposals of an experimental or novel character will be discouraged where similar programs have been approved elsewhere but not yet fully tested as to effectiveness, quality and student response.
4. Particular attention and care will be given to the review of off-campus program proposals, not as fundamentally different from on-campus proposals, but as involving a setting in which all questions of need for service, duplication of public service, duplication of public and

and privately-sponsored programs, quality maintenance, dissipation of resources and under-enrollment, are more likely to be encountered than in on-campus programming.

5. Due consideration will be given to program proposals associated with capital improvements appropriations enacted by the General Assembly, in the interest of avoiding unnecessary delay in construction planning, but subject to the imperatives of proper state purpose set out above.

A reluctance to approve new programs will be evident where programs of similar purpose already exist within the system which exhibit unused enrollment capacity or where expansion of an existing program can meet the state's need for service. Similarly, proposals which assert no additional institutional cost, due to use of existing courses and faculty resources, will be tested against the reality of new costs to the state through additional subsidy claims and through increased per-student support requirements in state subsidy formulas resulting from the addition of new but duplicative low-productivity programs of similar purpose.

## Procedures

### NEW DEGREES AND NEW DEGREE PROGRAMS

The process for Ohio Board of Regents consideration of new degrees and new degree programs includes the following steps:

1. Advanced Notice. The administrative staff of the Ohio Board of Regents should be notified in advance of the institution's intent to initiate new degrees or new degree programs. A "Preliminary Prospectus" should be submitted to the Chancellor which is responsive to the guidelines in Appendix A.

Following an administrative staff review of the "Preliminary Prospectus" against both institutional and statewide objectives, the Chancellor will notify the institution of additional actions needed.

2. Formal Application for New Degree or New Degree Program. Three (3) copies of the formal application for a new degree or new degree program shall be submitted to the Chancellor of the Ohio Board of Regents at least six months before the anticipated starting date of the new program. Each application shall contain a cover page (Appendix B), a proposal which is responsive to the guidelines in Appendix C, and a "Report of Fiscal Impact" (Appendix D).

NOTE: The formal application for new degrees or new degree programs shall be proposed to the Ohio Board of Regents for approval or disapproval only after all required college or university internal clearances or approvals have been secured, including approval by the Board of Trustees or Board of Directors of the institution.

3. Review and Approval of Proposed Program. The proposal for a new degree or new degree program will be reviewed and analyzed by the administrative staff of the Board of Regents. If it is deemed desirable to do so, the Chancellor may refer the request to an advisory committee of the Board for evaluation in terms of need and in terms of standards of desired performance. Or the proposal may be referred by the Chancellor to a consultant or consultants for evaluation in terms of need and in terms of standards of desired performance.

The Chancellor shall present a recommendation to the Board for approval or disapproval of each proposed new degree or each proposed new degree program received by the Board. The interested institution shall be given the opportunity to present a statement of position on the matter at the same time.

The Ohio Board of Regents will vote approval or disapproval of each new degree request or each new degree program request at an official and regularly scheduled meeting of the Board.

## MODIFICATION OF EXISTING PROGRAMS

On occasion when new degrees or new degree programs are the result of modification of existing programs not requiring substantive changes in curriculum, faculty, or financial resources, the following process will apply:

1. Submit a "Preliminary Prospectus" (see guidelines, (Appendix A) for each program modification (e.g., change of degree title, redesignation of major, etc.) to the Chancellor of the Ohio Board of Regents.
2. Following an administrative staff analysis of the "Preliminary Prospectus," the Chancellor will notify the institution of additional actions-needed, or of approval of the modification.
3. If it is deemed necessary, the Chancellor will advise the institutional representative of the need for a formal application, in which case the procedures outlined above for new degrees and new degree programs should be followed.

## OTHER PROGRAMS

1. Associate Degree Programs - refer to the policies and procedures outlined in the Operating Manual for Two-Year Campuses (Ref. Rule 3333-1-04 of the Ohio Administrative Code).
2. Off-Campus Programs - refer to "Procedures for Institutions Requesting Board of Regents Approval for New Off-campus Degree Programs" (Ref. Rule 3333-1-08 of the Ohio Administrative Code).
3. Graduate Degree Programs - refer to "Guidelines and Procedures for Review and Approval of Graduate Degree Programs" (Ref. Rule 3333-1-07 of the Ohio Administrative Code).

**APPENDIX "A"**

GUIDELINES - PRELIMINARY PROSPECTUS

- A. Indicate the title of the proposed program and indicate whether it is a new degree, a new degree program, or the modification of an existing program.
- B. State the rationale for initiating this action.
- C. Provide information regarding the relationship of the proposed program action to the overall mission of the institution. Indicate whether the program is part of an ongoing traditional mission, or related to current strategies -for modifying or redirecting institutional objectives.
- D. Indicate the proposed implementation date for this action.
- E. Indicate the department(s) or other organizational unit(s) responsible for this program.
- F. Describe the program in catalog style, including each concentration or option. (if this program is a modification of an existing program, indicate the specific changes.)
- G. Provide details regarding the source of students. Provide estimates of the numbers of students (FTE) expected to enroll in the proposed program over the next four year period. Indicate whether these will be current students or new students, and how many are estimated to be full-time and/or part-time.
- H. Indicate the availability of other such programs within a fifty-mile radius.
- I. Describe the impact this proposed program will have on facilities, faculty, and support services.
- J. Estimate total costs, over and above current levels of operation, associated with this proposed program during the next four years.

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**APPENDIX "B"**

PROPOSAL FOR A NEW DEGREE OR NEW DEGREE PROGRAM

\_\_\_\_\_  
Institution Submitting Proposal

\_\_\_\_\_  
Title of Proposed Program

- New Degree
- New Degree Program

\_\_\_\_\_  
Department in Which Program will  
be Located

\_\_\_\_\_  
Name of Department Head

\_\_\_\_\_  
Degree to be Offered

\_\_\_\_\_  
Proposed Initiation Date

\_\_\_\_\_  
Signature / Date

President / Chief Executive Approval

\_\_\_\_\_

Date Endorsed / Approved by Institution Board

\_\_\_\_\_

Date Received by Board of Regents

**APPENDIX "C"**

PROPOSAL FOR NEW DEGREE OR NEW DEGREE PROGRAM

Please use this outline as a guide in the development of the formal application for new degrees and new degree programs.

I Nature of Request

- A. Indicate the type of program being requested (new degree and/or new degree program).
- B. Indicate the location of the proposed program (e.g., main campus, off-campus site).

II Objectives for the Proposed Program

- A. State the general and specific educational objectives of the program.
- B. Describe how this program will help achieve the goals and objectives of your institution in terms of its role and mission.
- C. Describe any unique characteristics or resources which make it particularly appropriate for your institution to offer the proposed program

III Rationale and Need for the Program

- A. Explain the rationale for this program.
- B. Cite the benefits for students, the institution, and the region or state, of initiating this program.
- C. If applicable, state the specific local, state or national needs for individuals trained by the proposed program. If applicable, describe job opportunities that are available to persons who complete the program. Provide supporting data.
- D. Indicate any licensors or certification requirements for which this program will prepare students.

- E. Describe and document any needs, other than employment opportunity, which will be met by the proposed program.
- F. Provide evidence of student interest in the program, as well as projections of enrollment (full-time and part-time) for each of the first five years of the program.
- G. List academic programs similar to the one proposed that are offered in both public and independent institutions within a fifty-mile radius of the proposed instructional site.
- H. Explain how these programs differ from the one proposed.

#### IV Academic Planning

- A. Provide a brief description of the institutional planning process that resulted in the initiation of the proposed program. Indicate the relative priority level of this program among institutional purposes, and explain how this has been established.
- B. Describe how and when institutional clearances or approvals for the new program were achieved.
- C. Provide information on the use of consultants or advisory committees in development of the proposed program (append copies of reports from such consultants or advisory committees).

#### V Academic Control

- A. Describe administrative arrangements for the program (department, college, and/or school involved).
- B. Indicate any cooperative arrangements with other institutions and organizations that will be used to offer this program. Specify the exact nature of such agreements and attach any formal statements of agreement that have been developed.
- C. Specify the articulation arrangements with other institutions that will be in effect for the program. Attach appropriate documentation for such arrangements, if any.

## VI Curriculum

- A. Describe the program, including each option and concentration, as it would appear in a catalog.
- B. List the courses (title, number, semester/quarter credit hours, and catalog description) that would constitute the requirements and other components of the proposed program. Indicate which courses are currently offered and which will be new (indicate new courses with an X).
- C. Describe the specific methods that will be used for evaluation of the proposed program following implementation.
- D. Indicate whether your institution intends to seek specialized accreditation from a professional association for this program, and whether additional resources are required to gain accreditation.

## VII Staffing Qualifications

- A. Describe the number and qualifications of full-time faculty to be involved in the program. Provide a list of current faculty (and areas of expertise) who will teach in the program, and brief descriptions of the type of additional faculty needed.
- B. Provide specific information on the number and qualifications of part-time faculty to be used in the proposed program.

## VIII Facilities and Support Services

- A. Describe facilities and equipment currently in existence at your institution that will be used for the proposed program.
- B. Explain how existing facilities and equipment for the proposed program will impact existing programs.
- C. Describe additional facilities, facility modifications and equipment that will be required for use in the proposed program.
- D. Indicate institutional plans for meeting any needs for additional facilities and/or support resources.
- E. Describe the adequacy of the existing library to support the proposed program in terms of print and non-print materials, equipment, and personnel. If there are library standards used by professional societies

and/or accrediting agencies that will evaluate the program, compare these to existing library resources.

IX Financial Resources

- A. Provide a projected budget for the next four (4) academic years indicating the total needs to support the proposed program.
- B. Indicate the adequacy of expected subsidy and other income to meet these needs.
- C. Discuss briefly the internal reallocations of resources which will occur, or other sources of funding to be used to support the remaining resource requirements of this program. Be specific in terms of faculty reallocations,
- D. Complete and attach the "Financial Statement for New Degree Proposal" in Appendix "D" which provides an indication of the impact of the projected FTE's in this program on the institution's enrollments. (This form must be transmitted by the Ohio Board of Regents to the Speaker of the House of Representatives, the President of the Senate, the Legislative Budget Office of the Legislative Service Commission, and the Director of Budget and Management, at least ten days prior to formal action taken by the Regents. Ref. Section 3333.021 of the Ohio Revised Code.)

**APPENDIX "D"**

FINANCIAL STATEMENT FOR NEW DEGREE PROPOSAL

Institution: \_\_\_\_\_

Proposed Program: \_\_\_\_\_

Contact Person for Financial Analysis: \_\_\_\_\_

Phone: \_\_\_\_\_

<u>Background Information</u>	<u>FY 19</u>	<u>FY 19</u>	<u>FY 19</u>	<u>FY 19</u>
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A. Anticipated Students:

1. Total FTE's Projected to be Enrolled in this Program:

Each Summer*(CH/45)	_____	_____	_____	_____
Each Fall (CH/15)	_____	_____	_____	_____

\*for semester schools, summer FTE = CH/30

2. Of the FTE's enrolled in this program each fall:

A. How many are expected to be students transferring from other programs?	_____	_____	_____	_____
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B. How many are expected to be new students to the institution?	_____	_____	_____	_____
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3. In order to calculate the impact on state subsidy, we need an estimate of how annualized subsidy eligible counts will vary across the institution. If this program will attract new students to the institution, please account for the increased FTE's both in courses within this program or service courses provided by other departments. Also account for the possible loss of FTE's from some departments as you anticipate students changing majors, transferring from another program to this program, or because of other institutional decisions caused by this program. These are to be annualized subsidy eligible FTE's (Summer CH/45 plus Fall CH/15).

	<u>FY 19</u>	<u>FY 19</u>	<u>FY 19</u>	<u>FY 19</u>
General Studies I	_____	_____	_____	_____
General Studies II	_____	_____	_____	_____
General Studies III	_____	_____	_____	_____
Technical I	_____	_____	_____	_____
Technical II	_____	_____	_____	_____
Baccalaureate I	_____	_____	_____	_____
Baccalaureate II	_____	_____	_____	_____
Baccalaureate III	_____	_____	_____	_____
Masters/Prof I	_____	_____	_____	_____
Masters/Prof II	_____	_____	_____	_____
Masters/Prof III	_____	_____	_____	_____
Doctoral I	_____	_____	_____	_____
Doctoral II	_____	_____	_____	_____
Medical I	_____	_____	_____	_____
Medical II	_____	_____	_____	_____

B. Courses

Please list the courses that will need to be added, the OBR program code to be assigned, and the anticipated subsidy level of each. (See Registrar, Fiscal Officer, or Institutional Research Officer for definitions or OBR codes).

<u>YEAR</u>	<u>NAME OF COURSE</u>	<u>OBR PROGRAM CODE</u>	<u>SUBSIDY LEVEL</u>
FY 19__	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
FY 19__	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
FY 19__	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
FY 19__	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

II. Projected Expenditures

This section is intended to help the institution examine and anticipate the additional costs expected to occur during the first four years of the new program. In reporting new staff to be hired, indicate only the year-to-year change. In reporting costs, indicate the total expense expected to be incurred that year.

	<u>FY 19</u>	<u>FY 19</u>	<u>FY 19</u>	<u>FY 19</u>
Personnel Costs				
1. No. of New Faculty to be added				
Total headcount Full-Time	_____	_____	_____	_____
Total headcount Part-Time	_____	_____	_____	_____
Total FTE Faculty	_____	_____	_____	_____
Total Faculty Compensation Costs (including fringe benefits)	\$_____	\$_____	\$_____	\$_____
2. Clerical Personnel to be added				
FTE's	_____	_____	_____	_____
Total Clerical Compensation Costs (including fringe benefits)	\$_____	\$_____	\$_____	\$_____
3. Technical Personnel to be added				
FTE's	_____	_____	_____	_____
Total Technical Compensation Costs (including fringe benefits)	\$_____	\$_____	\$_____	\$_____

4. Student Personnel to be added

FTE's	_____	_____	_____	_____
Total Student Compensation Costs (including fringe benefits)	\$ _____	\$ _____	\$ _____	\$ _____

<b>TOTAL PERSONNEL COSTS</b>	\$ _____	\$ _____	\$ _____	\$ _____
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B. General Support Costs

This category includes Supplies/Services, Data Processing Support, Memberships, Travel, Communications, etc.

	\$ _____	\$ _____	\$ _____	\$ _____
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C. Equipment Costs

Please account for equipment needed for Offices, Laboratories, Classrooms, Data Processing, Audio/Visual needs, etc.

	\$ _____	\$ _____	\$ _____	\$ _____
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D. Cost of Additional Library

Resources: Reference Books, Subscriptions, Microfilm, etc.

	\$ _____	\$ _____	\$ _____	\$ _____
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E. Plant Operation & Maintenance

1. Please account for any renovation or special custodial, maintenance, or utility costs incurred by the addition of this program.

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

FY 19\_\_ FY 19\_\_ FY 19\_ FY 19\_\_

2. In order to determine the impact of this program on state subsidy, we need an estimate of changes in square feet by room type due to renovations or new building(s).

Classroom	_____	_____	_____	_____
Laboratory	_____	_____	_____	_____
Offices	_____	_____	_____	_____
Circulation	_____	_____	_____	_____
Storage/Mechanical	_____	_____	_____	_____
AV/Data Processing	_____	_____	_____	_____
Other	_____	_____	_____	_____

F. Miscellaneous Expenses  
Include in this category the cost of consultants or any other special expenses not identified elsewhere.

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL PROJECTED EXPENDITURES**

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

### III. PROJECTED REVENUE

#### A. Total Projected Revenue for this program

1. In order to estimate the state subsidy to be generated by this program, for each year, add the projected new eligible and total FTE's for this program only to the current enrollments used in the subsidy formula (your fiscal officer or institutional research officer should have the current formula information). For each year, calculate the difference from the current subsidy.

Total State Subsidy Earned by this program	\$_____	\$_____	\$_____	\$_____
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#### 2. Student Fees

Number of resident FTE's assumed	_____	_____	_____	_____
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Number of non-resident FTE's Assumed	_____	_____	_____	_____
---	-------	-------	-------	-------

Instructional & General fee assumed for residents	_____	_____	_____	_____
--	-------	-------	-------	-------

Instructional & General fee assumed for non-residents	_____	_____	_____	_____
--	-------	-------	-------	-------

<b>TOTAL STUDENT FEES GENERATED</b>	\$_____	\$_____	\$_____	\$_____
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3. Other Sources of Revenue (Specify)

_____	\$_____	\$_____	\$_____	\$_____
_____	\$_____	\$_____	\$_____	\$_____
_____	\$_____	\$_____	\$_____	\$_____
_____	\$_____	\$_____	\$_____	\$_____

**TOTAL OTHER SOURCES OF REVENUE**                      \$\_\_\_\_\_                      \$\_\_\_\_\_                      \$\_\_\_\_\_                      \$\_\_\_\_\_

**TOTAL PROJECTED REVENUE**  
(State & Students & Other)                      \$\_\_\_\_\_                      \$\_\_\_\_\_                      \$\_\_\_\_\_                      \$\_\_\_\_\_

B. Net Increase in State Subsidy for the Institution (for legislative reporting requirements)

Section 3333.021 of the Ohio Revised Code requires a report of fiscal impact be forwarded to Legislative representatives. Unlike the subsidy calculation requested above (in III.A.1), which was limited to revenue generation for the new degree alone, this calculation should reflect the fiscal impact that this program will have across the institution.

Using the current year subsidy formula, add the net student FTE's by model as indicated on page one of this form (I.A.3) to current enrollments and add the net POM square feet (if applicable). Do not attempt to account for inflation. Run each year's data through the same formula assumptions and calculate the change from the original subsidy.

**TOTAL STATE SUBSIDY IMPACT**                      \$\_\_\_\_\_                      \$\_\_\_\_\_                      \$\_\_\_\_\_                      \$\_\_\_\_\_