

Graduate Curricular Approval Procedures

Policy Number:

4202

Date Created/Revised:

Executive Responsibility:

Functional Responsibility:

Approved REVISIONS – March 2019

4202.1 General Policy

See policy.wright.edu for HLC form for new certificate	Wright State University (WSU)	Ohio Department of Higher Education (ODHE)	Higher Learning Commission (HLC)
New Degree Program	Graduate Curriculum Committee, Faculty Senate, Provost, and Board of Trustees	Yes	Yes, if departing significantly from current programs, acquired from another institution, or falling outside HLC stipulations; otherwise notify HLC after ODHE approval
New Educator License or Endorsement and Changes of 50% or more	Graduate Curriculum Committee, Faculty Senate, and Provost	Yes, with public comment period, and for change of 50% or more of program requirements	Not Required
New Concentration	Graduate Curriculum Committee, Faculty Senate, and Provost	Not Required	Not Required
New Certificate <i>(HLC form available at above website under Curriculum Development and Review)</i>	Graduate Curriculum Committee, Faculty Senate, and Provost	Not Required	Yes (Formal approval required if Title IV-eligible, 50% or more new, or departing significantly from current programs.)
Modification to Program	Graduate Curriculum Committee Faculty Senate, Provost, and Board of Trustees approval required if change is 50% or more of program, which is considered a new program; Deactivation requires Faculty Senate, and Provost approval	Yes, if program change is 50% or more of degree requirements Submit ODHE deactivation form if deactivating	Not Required Teach-out plan approval required for programs at closed/suspended locations if 100% of the program is offered at that site. Otherwise, HLC must be notified of cancellation or suspension with a teach-out plan.
Modification to	Concentration or Certificate	Location: New	

Graduate Curriculum Committee

Not Required

Not required unless closing a local

Approval required if

Deactivation requires Faculty Senate, and Provost approval

Graduate Curriculum Committee, Faculty Senate, Provost

tion where 100% of a Title IV-eligible certificate is offered

Yes, if in Ohio

HL C's acknowledgment of notification is required before teaching at a new location.

and Existing Programs where 50% or more of requirements are offered

New locations require public comment.

number of credit hours changes substantially. Notification required if program is canceled or suspended for more than one semester. Approval of a teach-out program is required for closure/suspension at a given location if 100% of degree or certificate is offered at that location.

(Also applies to Certificates eligible for Title IV funding.)

See HLC column for closure and suspension requirements.

<p>50% or more of Degree Program can be completed Online</p>	<p>Graduate Curriculum Committee, Faculty Senate, Provost</p>	<p>Yes Change request should be submitted at least 3 months prior to planned implementation</p>	<p>Notification if 50% or more of required courses can be taken online (a course is defined as online if 75% or more of instruction and interaction occurs with faculty and students separated)</p>
<p>Name Change (degree program, concentration, certificate)</p>	<p>Graduate Curriculum Committee, Faculty Senate, Provost</p>	<p>Yes for degree type (i.e., MA to MFA) or degree name/title</p>	<p>No, unless changing degree type (e.g., MA to MFA)</p>
<p>New or Modified Courses (includes change to distance or flexibly-scheduled delivery mode)</p>	<p>Graduate Curriculum Committee</p>	<p>Not Required</p>	<p>Not Required</p>
<p>Course Location: New international or out-of-state (includes closure/suspension for more than one semester)</p>	<p>Provost</p>	<p>Not Required</p>	<p>Notification if five or more courses/year are offered at the location and the degree is being closed or suspended at that location.</p>

