

# Graduate Curricular Approval Procedures

**Policy Number:**  
4202  
**Date Created/Revised:**  
01/03/2017  
**Executive Responsibility:**  
VP-Curriculum & Instruction  
**Functional Responsibility:**  
Registrar

PROPOSED REVISIONS – SEPT 2018

## 4202.1 General Policy

<del>See policy.wright.edu for HLC form for new certificate.</del>	<del>Wright State University (WSU)</del>	<del>Ohio Department of Higher Education (ODHE)</del>	<del>Higher Learning Commission (HLC)</del>	<del>Formatted: Font: (Int) Arial, Strikethrough</del>
<del>New Degree Program</del>	<del>Graduate Curriculum Committee, Faculty Senate, Provost, and Board of Trustees</del>	<del>Yes</del>	<del>Yes, if departing significantly from current programs, acquired from another institution, or falling outside HLC stipulations; otherwise notify HLC after ODHE approval</del>	<del>Deleted: significant departure</del> <del>Deleted: ication</del>
<del>New Educator License or Endorsement and Changes of 50% or more</del>	<del>Graduate Curriculum Committee, Faculty Senate, and Provost</del>	<del>Yes, with public comment period, and for change of 50% or more of program requirements</del>	<del>Not Required</del>	
<del>New Concentration</del>	<del>Graduate Curriculum Committee, Faculty Senate, and Provost</del>	<del>Not Required</del>	<del>Not Required</del>	
<del>New Certificate (HLC form available at above website under Curriculum Development and Review)</del>	<del>Graduate Curriculum Committee, Faculty Senate, and Provost</del>	<del>Not Required</del>	<del>Yes (Formal approval required if Title IV eligible, 50% or more new, or departing significantly from current programs.)</del>	<del>Formatted: Font: (Int) Arial, Strikethrough</del> <del>Deleted:</del> <del>Deleted: or</del> <del>Deleted: are</del> <del>Deleted: if significant departure</del>
<del>Modification to Program</del>	<del>Graduate Curriculum Committee</del>  <del>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</del>	<del>Yes, if program change is 50% or more of degree requirements</del>  <del>Submit ODHE deactivation form if deactivating</del>	<del>Not Required</del>  <del>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.</del>	<del>Deleted:</del> <del>Deleted: notification for</del>  <del>Deleted: Deactivate</del>

**Modification to Concentration or Certificate**

**Location: New**

Graduate Curriculum Committee

Deactivation requires Faculty Senate, and

Provost approval

Graduate Curriculum Committee, Faculty Senate, Provost

Not Required

Yes, if in Ohio

Not required unless closing a location where 100% of a Title IV-eligible certificate is offered

HLC's acknowledgement of notification is required before teaching at a new location. Approval required if

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

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

See HLC column for closure and suspension requirements.

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.

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**50% or more of Degree Program can be completed Online**

Graduate Curriculum Committee, Faculty Senate, Provost

Yes

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](#))

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Change request should be submitted at least 3 months prior to planned implementation

**Name Change (degree program, concentration, certificate)**

Graduate Curriculum Committee, Faculty Senate, Provost

Yes for degree type (i.e., MA to MFA) or degree name/title

No, unless changing degree type (e.g., MA to MFA)

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**New or Modified Courses (includes change to distance or flexibly-scheduled delivery mode)**

Graduate Curriculum Committee

Not Required

Not Required

**Course Location: New international or out-of-state**

(includes closure/suspension for more than one semester)

Provost

Not Required

Notification if five or more courses/year are offered at the location and [the degree is being closed or suspended at that location.](#)

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