



**Authorization of New Academic Degree Programs and Other  
Curricular Offerings # 350.010**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
November 15, 2007	June 14, 2023	Academic Affairs

**POLICY STATEMENT**

The University may develop new academic programs and other curriculum offerings in accordance with Board of Governors Regulation 8.011 regulation and FIU Regulation 2506.

**SCOPE**

This policy applies to the planning and approval of new programs and other curriculum offerings such as degree programs, program majors, program tracks, specializations, concentrations and area of emphasis, program minors, or certificates.

**REASON FOR POLICY**

To specify the University's process for the authorization of new programs and other curriculum offerings.

**DEFINITIONS**

<b>TERM</b>	<b>DEFINITIONS</b>
Degree Program	<p>An organized curriculum leading to a college degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification of Instructional Programs (CIP) code. Each degree program shall have designated faculty effort and instructional resources and shall be assigned a CIP code and included in the State University System Academic Degree Program Inventory.</p> <p>The degree program is the highest level within the academic program structure. Baccalaureate degrees require a minimum of 120 credits, master's degrees require a minimum of 30 credits post-baccalaureate, and doctoral degrees require a minimum of 75 credits post-baccalaureate.</p>
Program Major	An organized curriculum offered as part or all of an existing or proposed degree program. A major must be reasonably associated with the degree program under which it is offered and

	share a minimum of 15% of core courses with other majors within the same degree program. For an undergraduate degree, each major requires completion of a minimum of 30 credits (including core courses). Graduate degrees typically focus only on the specific discipline; therefore, there is no minimum credit requirement for graduate majors. There are cases where the major and degree program names are identical, thus creating only one major.
Program Track, Specialization, Concentration, Area of Emphasis	An organized curriculum, offered as part of an individual student's degree program, which enhances or complements the degree to be awarded in a manner that leads to specific educational or occupational goals. In order to establish some uniformity across degree programs, this level of categorization should be termed a track unless a different terminology is required for accreditation or discipline purposes. The number of credit hours of a track, specialization, concentration, or area of emphasis shall not equal or exceed the number of credit hours established for a program major at the same degree level.
Program Minor	An organized undergraduate curriculum, independent of the program major, which leads to the completion of specific education or occupational goals. Minors require a minimum of 12 credits.
Certificate	An organized curriculum offered as a distinct area of study that leads to specific educational or occupational goals. The minimum number of credits for an undergraduate certificate is 15 (academic certificates generally require 18 credits and professional certificates generally require 15 credits) and the minimum for a graduate certificate is 15 credits.

### **ROLES AND RESPONSIBILITIES**

The process for the authorization of new degree programs and other curriculum offerings is as follows:

Academic Unit, School/College Dean

- When an Academic unit, School/College determines that there is a need for a new degree program, program major, program track, program minor, or certificate, the academic unit (through the Office of the Dean) submits all required forms according to established procedures.

Academic Planning and Accountability



- Reviews all submissions and assists in preparation of feasibility and new degree program proposals per the corresponding procedures, and makes recommendations for approval to the Provost.
- Reviews and approves (as Provost's designee) all new program major, program track, program minor, and certificate proposals.

Academic Planning and Finance

- Assists in budget preparation of feasibility and new degree program proposals.

Faculty Senate

- Approves all new degree program, program major, program track, program minor, and certificate proposals through its curricular processes.

Dean of the University Graduate School

- Reviews and acts upon all new graduate degree program, program major, program track, and certificate submissions approved by the Faculty Senate.

Provost

- Reviews and acts upon all new degree program proposals submitted according to established procedures.
- Submits approved proposals to the President.

President

- Reviews and acts upon all new degree program proposals.
- Submits approved proposals to the Board of Trustees (BOT).

Board of Trustees

- Approves the FIU Accountability Plan which includes "New Programs to Be Considered by University" in the next year.
- Approves all new baccalaureate and master's degree program proposals prior to submission to the Board of Governors (BOG).
- Reviews and recommends to the BOG approval of all new doctoral degree program proposals.

RELATED RESOURCES

**Authority**

Florida Board of Governors Regulation 8.011 Authorization of New Degree Programs and Other Curricular Offerings

FIU-2506 Authorization, Termination, and Temporary Suspension of Degree Programs



## CONTACTS

*Questions about this policy should be directed towards the office with administrative oversight of this policy.*

### RESPONSIBLE ADMINISTRATIVE OVERSIGHT

Office of the Provost  
11200 S.W. Eighth Street, PC 526  
Miami, Florida 33199  
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Academic Planning and Accountability  
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## HISTORY

**Effective Date:** November 15, 2007.

**Review Dates** (*review performed, no updates*): April 19, 2024

**Revision Dates** (*updates made to document*): July 1, 2014; April 2019; October 15, 2019; March 16, 2020; June 14, 2023.



**Authorization of New Academic Degree Programs and Other  
Curricular Offerings # 350.010a**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
July 1, 2020	June 14, 2023	Academic Affairs

**PROCEDURE STATEMENT**

**PROCEDURES FOR NEW DEGREE PROGRAM PROPOSALS**

**Academic Unit, School/College Dean**

- When an Academic unit, School/College determines that there is a need for a new degree program, the academic unit (through the office of the dean) initiates the "New Academic Degree Program Authorization Pre-Proposal" form.
- Once this is approved by the Provost, the unit initiates a "Feasibility Study" for the new degree.
- Once the "Feasibility Study" is approved by the Provost or designee, the final "New Degree Proposal" (adopted from the State University System format) is submitted through Faculty Senate Curricular processes, which include Department and College curriculum committees, as well as dean's approval.

**Academic Planning and Accountability**

- Reviews "New Academic Degree Program Authorization Pre-Proposal" prior to submission to the Office of the Provost.
- Assists in preparation of feasibility and new degree program proposals.
- Works with the unit to provide guidance for doctoral-level external academic consultant to conduct a review.
- Prepares all documents for the Provost's and President's approval and submission to the Board of Trustees (BOT) and Board of Governors (BOG).
- Submits to the BOG all new degree proposals approved by the BOT.

**Academic Planning and Finance**

- Assists in budget preparation of feasibility and new degree program proposals.

**Faculty Senate**

- Approves all new degree program proposals through its curricular processes.

**Dean of the University Graduate School (UGS)**

- Reviews and acts upon all new graduate degree program submissions approved by the Faculty Senate.

#### Provost

- Reviews and acts upon "New Academic Degree Program Authorization Pre-Proposal."
- Submits approved pre-proposals to the BOG's Council of Academic VPs Academic Coordination Review group for discussion.
- Adds the program to the FIU Accountability Plan under "New Programs to Be Considered by University" in the next year.
- Reviews and acts upon all new degree program submissions approved by the Faculty Senate (and for graduate proposals approved by the UGS Dean).
- Submits approved proposals to the President.

#### President

- Reviews and acts upon all new degree program proposals.
- Submits approved proposals to the BOT.

#### Board of Trustees

- Approves the FIU Accountability Plan, which includes "New Programs for Consideration by the Institution."
- Approves all new baccalaureate- and master's-level degree program proposals prior to submission to the BOG.
- Recommends to the BOG approval of all new doctoral-level degree program proposals.

### **PROCEDURES FOR NEW PROGRAM MAJOR, TRACK/, PROGRAM MINOR, AND CERTIFICATE PROPOSALS\***

\*New proposals include those for program majors at the baccalaureate-, master's-, and doctoral-levels, as well as all new program tracks, specializations, concentrations, areas of emphasis, program minors, and certificates.

#### Academic Unit, School/College Dean

- Department submits proposal in university-approved format appropriate to the type of request (e.g., program major).
- Department submits proposal through Faculty Senate Curricular processes, which include Department and College curriculum committees, as well as dean's approval

#### Faculty Senate

- Approves all new proposals through its curricular processes.



Dean of the University Graduate School (UGS)

- Reviews and acts upon all new graduate proposal submissions approved by the Faculty Senate.

Provost or Designee

- Reviews and acts upon all new proposals approved by the Faculty Senate (and for graduate proposals approved by the UGS Dean).