NEW ACADEMIC PROGRAM AND CERTIFICATE PROCESS

STEP 1: Preliminary Proposals

Departmental Faculty/Heads → School Curriculum Committee → Dean

Ideas for new or revised degree programs should be discussed, organized, and approved at the program and/or department level with demonstrated faculty involvement. These must be approved by the respective school's curriculum committee and dean.

STEP 2: 3-Year Academic Plans

Dean [*February*] → VCAA [*March*] → Board of Supervisor (BoS) [*May*] BoS Calendar → Board of Regents (BoR) [*September*] BoR Calendar

The 3-Year Academic Plan is a spreadsheet of intended programs and certificates that you are actively working on for the institution. These are submitted to the BoS in May to be approved at their June meeting. These are reviewed statewide by various entities such as the Council of Academic Officers (CAO) and regional economic development offices between June and September. The BoR approves academic plans at their September meeting each year.

Executive Summary

A concise narrative of what is included in the plan to provide a snapshot or background for the BoR.

Planned Programs and Certificates

Year 1: Intended programs that are ready to be formally proposed once the BoR approves them. Formal proposals will not be considered unless they are listed here.

Years 2 & 3: These are intended programs that you are thinking about but aren't ready to formally propose. These are more strategic in nature.

Recently Approved Programs

These numbers should closely resemble what is listed on the Inventory of Degree & Certificate Programs (CRIN).

Low Completers

Assessment of your curriculum inventory. Explain why the program needs to stay if you are not terminating it and what you are doing to address the issue. Take a close look at certificates here.

Terminations

Only list programs or certificates you want terminated immediately as they will be removed once the BoR approves the plan.

Modality Changes

Online programs must be administered through LSU Online. You must also complete a Request for Authority to Offer an Existing Academic Program through Distance Learning Technologies form if 50% or

more of required coursework of a degree program will be delivered through distance education technology. Modality options defined as On-campus (<50% online), Hybrid (51-99% online), Online (100% online).

Highlights

List high priority programs that are already meeting our needs and doing well.

STEP 3: New Program Proposals

Dean → VCAA → BoS → BoR

Once approved by the BoR, formal proposals for new programs must include the Degree Program Proposal Form and the Degree Program Budget Form. If your proposal has a $0 budget, then an explanation should be provided.

You must also adhere to the guidelines for external reviewers document if the program regards graduate degrees (master's and doctoral) and for highly technical and/or selective baccalaureate degrees.

All new program proposals must be reviewed by the Offices of the Registrar, Bursar, Financial Aid, International Services, and Institutional Effectiveness.

If you are considering submitting a proposal that was not on Year 1 of your Academic Plan and approved by the BoR, ask yourself the following questions:

1) Is the proposal urgent?

2) Is there a good reason why it was not already included in Year 1?

3) Are you ready to launch the program immediately?

If you can answer yes to all 3 questions, then you may submit an Off Cycle Proposal Request for review.

Proposals are only reviewed by the BoS between September and May of each academic year to be approved by the BoR in August.

Step 4: Substantive Change Review by Institutional Effectiveness

The Office of Institutional Effectiveness will determine if the proposal constitutes a substantive change that must be approved by SACSCOC. While SACSCOC approval cannot proceed before BoR approval is granted, the documentation and prospectus may be prepared in advance of BoR approval for subsequent submission to SACSCOC.

Step 5: Course and Curriculum Approval

Department Head → Curriculum Committee Chair → Dean → VCAA [*March*] → Registrar

Requests to Add/Change Curriculum and Requests for New Course Forms must be approved through the Registrar approval process. The forms must be signed by the department head, curriculum committee

chair, dean, and VCAA before being submitted to the registrar. The VCAA office will send requests to the registrar's office.

These must be submitted by March 31st to be approved and included in the university catalog for the next academic year.

References:

Louisiana Board of Regents Academic Affairs Policy 2.04: Academic Planning and Degree Program Proposals

Louisiana Board of Regents Academic Affairs Policy 2.12: Delivery of Degree Programs through Distance Learning Technology

LSUHSC-NO AA-1: Substantive Change Policy

LSUHSC-NO AA-7: Policy on Course or Curriculum Changes

September 2025