

## NOTICE OF PROPOSED REGULATION

Date: May 15, 2020

**REGULATION TITLE:**

Development, Approval, Termination, and Suspension of Degree Programs

**REGULATION NO.:**

UCF-2.040

**SUMMARY OF PROPOSED REGULATION:** This regulation is proposed for adoption. The purpose of this regulation is to outline the policies and procedures governing new degree development, as well as termination and suspension of degree programs.

**AUTHORITY:** BOG Regulations 8.011 and 8.012

**NAME OF PERSONS WHO INITIATED PROPOSED REGULATION:**

Timothy Letzring, Senior Associate Provost

**COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:**

Regulations Administrator  
4365 Andromeda Loop N.  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
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**FULL TEXT OF THE PROPOSED REGULATION:**

**UCF 2.040 Development, Approval, Termination, and Suspension of Degree Programs**

(1) All proposals for new degree programs, as well as all terminations of existing degree programs, shall be approved by the Board of Trustees in accordance with Board of Governors Regulation 8.011 and 8.012. The purpose of this Regulation is to outline the basic guidelines governing new degree development, as well as suspension and termination of degree programs, at University of Central Florida. The core tenets that guide the process are:

- (a) The faculty creates, approves, and modifies all curricula, including degree programs as outlined in the faculty senate bylaws that charters the Undergraduate Council and the Graduate Council.
  - (b) The administration determines program alignment with University Mission, University Strategic Plan, and the University Work Plan, as well as whether funding and funding priorities support approval of specific degree programs, given the resources needed to support those programs in a manner consistent with the University's status as an aspiring preeminent institution.
- (2) All formal new degree proposals are developed at the department level by UCF faculty members. The process for approving new degree programs utilizes a pre-proposal process that includes the Board of Governors' Council of Academic Vice President's (CAVP) Academic Coordination Group (ACG).
- (a) Early in the development process, the lead faculty author works with the Provost's Office and Graduate Studies if appropriate to prepare a CAVP Pre-Proposal for the Provost's approval.
  - (b) The CAVP Pre-Proposal is reviewed and approved following the guidelines provided by the provost office. Approved pre-proposals are included in the University's annual accountability report submitted to the Board of Governors.
- (3) After review by the CAVP ACG, a full Proposal for New Program is completed in accordance with the common State University System (SUS) new degree proposal format and submitted through the process as outlined in Faculty Senate Bylaws.
- (4) Other Academic Curricular Offerings under Board of Governors' Regulation 8.011(7), which include program minors, concentrations, areas of emphasis, tracks, and for credit certificate programs, shall also follow the internal approval process, but are finalized at the Provost level.
- (5) After approval by the UCF Board of Trustees, degree proposals are submitted to the Board of Governor's Office for review and inclusion in the SUS Degree Inventory, at which time the new degree program is also placed in the UCF Degree Program Inventory, with the following additional processes required for specific types of programs:

- (a) All doctoral degree programs must be reviewed by a qualified external consultant prior to consideration by the UCF Board of Trustees. The reviewer's report is advisory to the UCF Board of Trustees. After Board of Trustees approval, research doctorate and professional degrees are forwarded to the Board of Governors staff in preparation for review and approval at a formal Board of Governors meeting. Degrees at these levels are placed on the appropriate degree inventories only after approval by the full Board of Governors.
- (b) Bachelor's degree programs that are seeking limited access status or requesting waiver of the 120 credit hour limit, must also receive Board of Governors approval, and are not placed in either the Board of Governors or the UCF degree inventory until such approval is received.

(6) Approval for new majors, tracks, and certificates under an existing approved program do not require the pre-proposal process. New majors must meet the definition outlined in BOG Regulation 8.011(2)(b) and must be "reasonably associated with the degree program under which it is offered and shall share common core courses with any other majors within the same degree program." Approval for majors, track, and certificates do not require Board of Trustees or Board of Governors approval, however a full proposal is submitted as outlined in paragraph (3) above.

(7) The process for terminating a UCF degree program mirrors that found in Board of Governors Regulation 8.012. The academic unit requesting termination prepares an "Academic Degree Program Termination Form" for review and approval as outlined in the Faculty Senate bylaws. Degrees at the professional and doctoral levels are terminated only with approval from the Board of Governors. All terminated programs require a teach-out plan, if students are enrolled in the program, in accordance with undergraduate and graduate policy as outlined in the termination form. The Provost office will oversee the notification of the Florida College System as required in 8.012 (1)(b)3.

(8) Temporary suspensions of UCF degree programs also follow the requirements set forth in Board of Governors Regulation 8.012 and require the unit to prepare a "Request for Temporary Suspension of New Enrollments in an Academic Degree Program" form. Programs may be suspended for up to 9 semesters. After that time, UCF must notify the Board of Governors' office

on the desired course of action for the program (e.g. formal termination, reinstatement, or request an extension of the suspension period).

*Authority: Art. IX, Sec. 7, Fla. Constitution, BOG Regulations 8.004, 8.011, 8.012, 8.013, and 8.014. History: New \_\_\_\_\_-2020.*