



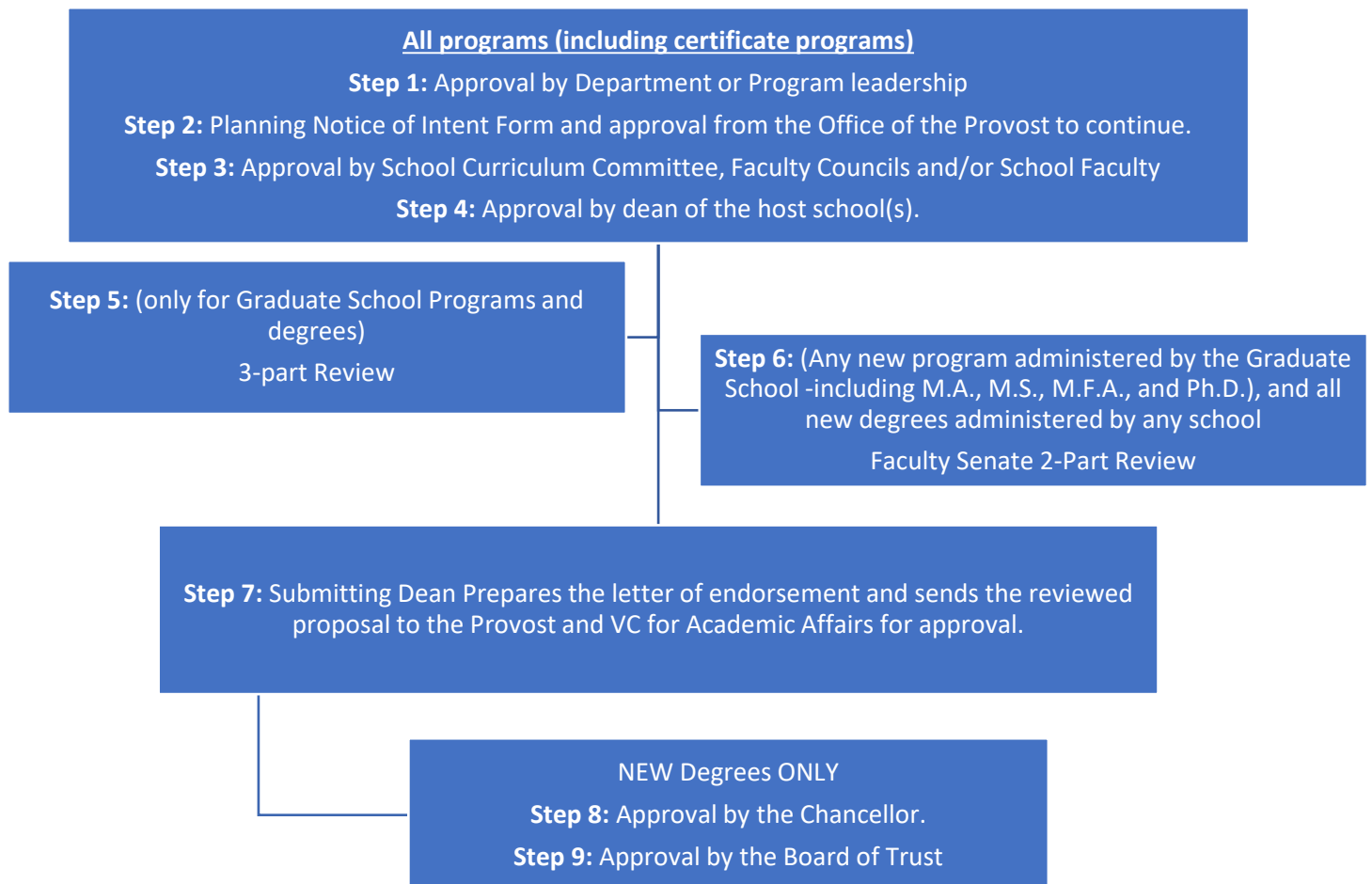
## PROCESS FOR THE APPROVAL OF NEW ACADEMIC AND PROFESSIONAL DEGREE PROGRAMS

**TIMELINE:** Because of the many steps involved, the complete review and approval of a new degree or track/major within a degree may require up to one year. Please keep in mind that the Board of Trust (BOT) meets 3 times a year (February, April and November). If the process requires Faculty Senate review and BOT approval, the APS committee of the Senate must receive materials for review by August 15<sup>th</sup>. If the process requires Faculty Senate review and approval of the administration by December (for programs wishing to recruit students for the following fall), the APS committee of the Senate must receive materials for review by September 15<sup>th</sup>.

Programs may not officially publicize a new degree program until final approval has been communicated to the relevant Program Director.

This process document is authored by the Academic Policies and Services Standing Committee of Faculty Senate in collaboration with the Provost's Office.

The **process flow** is defined below based on the type of new program/degree.



1. Approval by Department or Program.
2. Submit Planning Notice of Intent (PNOI) form to the Provost's office. After approval, proceed to Step 3.
3. Approval by appropriate school curriculum committees, faculty councils and faculty, as required by school (refer to the Dean for specific processes within host school(s)).
4. Approval by Dean of the host school(s).
5. (Graduate School Specific Step) Programs to be administered through the Graduate School are sent to the Dean of the Graduate School for review including:
  - a. Evaluation of External Reviews.
  - b. Graduate Faculty Council Review and approval.
  - c. Graduate Faculty Delegate Assembly Review and approval.
6. Faculty Senate Review (any new program administered by the Graduate School -including M.A., M.S., M.F.A., and PhD - and all new degrees administered by any school).
  - a. Consultation with the Academic Policies and Services Committee of the Faculty Senate (see Appendix A for materials that are expected/requested prior to this review).
  - b. Review by the Full Senate (see Appendix B for APS/Senate Process).

**Note: The output of this review is the APS committee and the FS Chairperson informs the appropriate Dean(s) of the consultative recommendation of the Faculty Senate.**

7. The submitting dean prepares a letter of endorsement and sends the reviewed proposal, including documentation of approval of all preceding steps, to the Provost and Vice Chancellor for Academic Affairs for approval.

**Note: Approval by the Provost is the final step for new majors or new tracks within existing degrees. Existing degrees are in Appendix C.**

8. (New Degrees Only) The Provost transmits the reviewed proposal to the Chancellor for approval.
9. The Chancellor submits approved proposal to the Vanderbilt University Board of Trust for approval.

Note: The Provost's office will notify the submitting dean of the final approval of the program. This dean will inform the individuals who submitted the proposal and notify the office of Financial Aid and the University Registrar of the new program.

## APPENDIX A. Materials for Faculty Senate APS Committee Review

Required	May be requested
<p><b>Full PNOI including</b></p> <ul style="list-style-type: none"> <li>• Program description (including, unique aspects, staffing model, use of existing courses)</li> <li>• Demand</li> <li>• Preliminary budget</li> </ul>	<p><b>Documentation sent to host schools, where applicable</b></p> <ul style="list-style-type: none"> <li>• Catalog-ready copy of the new program</li> <li>• Record of faculty vote in support of the proposal</li> <li>• Staffing and Curriculum Plan</li> <li>• Budgetary Approval</li> </ul>
<p><b>Student Population</b></p> <ul style="list-style-type: none"> <li>• Target Size (and plan to get there)</li> <li>• Description of the size of the applicant pool</li> <li>• Qualifications for admission</li> <li>• Mechanisms for recruitment</li> </ul>	<p>Statements that the following offices have been consulted regarding potential implications for internal or external systems/regulations:</p> <ul style="list-style-type: none"> <li>• Dean of the Libraries</li> <li>• University Registrar</li> <li>• Office of Financial Aid</li> <li>• Memorandums of Understanding (if applicable with VUMC, or the VA)</li> </ul>
<p><b>Program Information (beyond PNOI)</b></p> <ul style="list-style-type: none"> <li>• Resources available to develop the program</li> <li>• Mechanism of program financial support</li> </ul>	<p>External letters of assessment and support of the proposed program (may have been done for Step 5)</p>
<p><b>Curricular Information</b></p> <ul style="list-style-type: none"> <li>• Development of new courses</li> <li>• Degree requirements (if applicable, accreditation requirements)</li> <li>• Criteria for graduation (expected timeline for completion of program)</li> <li>• Learning outcomes and assessment plan</li> </ul>	
<p><b>Summary of review process already conducted within the host school(s)</b></p>	

**APPENDIX B. Process for the APS Committee and Full Senate Consultation/Review**

<b>APS Consultation</b>	<ul style="list-style-type: none"> <li>• Materials are provided to APS committee through the Faculty Senate Office.</li> <li>• APS committee reviews materials and discusses the program.</li> <li>• APS committee may request program director provide answers to APS's questions (through meeting, phone call and/or email communication).</li> </ul>
<b>Full Senate Review</b>	<ul style="list-style-type: none"> <li>• Materials provided for the review are available on the Faculty Senate Portal for Senator review.</li> <li>• APS Committee presents the program review to the Full Senate.</li> <li>• More feedback may be collected through discussion.</li> <li>• There is an <i>option</i> to endorse the program if a motion is brought from a member of the Senate, but it is not required.</li> </ul>
<b>Output of the Faculty Senate Review</b>	Discussion and feedback are incorporated into the consultative recommendations for the Dean(s).

**APPENDIX C. Degrees Currently offered by School (as of January 2020)**

School	Degree Offered	Degree Abbreviation
<b>BLAIR SCHOOL OF MUSIC</b>	Bachelor of Music	B.Mus.
	Bachelor of Musical Arts	B.Mus.A.
<b>COLLEGE OF ARTS &amp; SCIENCE</b>	Bachelor of Arts	B.A.
<b>DIVINITY SCHOOL</b>	Master of Divinity	M.Div.
	Master of Theological Studies	M.T.S.
	Master of Theology	Th.M.
<b>GRADUATE SCHOOL</b>	Master of Arts	M.A.
	Master of Fine Arts	M.F.A.
	Master of Liberal Arts and Science	M.L.A.S.
	Master of Science	M.S.
	Doctor of Philosophy	Ph.D.
<b>LAW SCHOOL</b>	Master of Laws	LL.M.
	Doctor of Jurisprudence	J.D.
<b>OWEN GRADUATE SCHOOL OF MANAGEMENT</b>	Master of Accountancy	M.Acc.
	Master of Business Administration	M.B.A.
	Master of Management in Health Care	M.M.H.C.
	Master of Marketing	M.Mark.
	Master of Science in Finance	M.S.F.
<b>PEABODY COLLEGE</b>	Bachelor of Science	B.S.
	Master of Education	M.Ed.
	Master of Public Policy	M.P.P.
	Doctor of Education	Ed.D.
<b>SCHOOL OF ENGINEERING</b>	Bachelor of Engineering	B.E.
	Bachelor of Science	B.S.
	Master of Engineering	M.E.
<b>SCHOOL OF MEDICINE</b>	Master of Education of the Deaf	M.D.E.
	Master of Genetic Counseling	M.G.C.
	Master of Public Health	M.P.H.
	Master of Science in Clinical Investigation	M.S.C.I.
	Master of Science in Laboratory Investigation	M.L.I.
	Master of Science in Medical Physics	M.S.M.P.
	Master of Science (Speech-language Pathology; Applied Clinical Informatics)	M.S.
	Doctor of Audiology	Au.D.
Doctor of Medical Physics	M.P.D.	
Doctor of Medicine	M.D.	
<b>SCHOOL OF NURSING</b>	Master of Science in Nursing	M.S.N.
	Doctor of Nursing Practice	D.N.P.