

APPENDIX A:
ADMINISTRATIVE PROCEDURES

Policy Title: University Approval for New and Modified Credit-Bearing Educational Program

To propose a new or modified credit-bearing educational program, prepare all documents in an electronic, editable format. Use the Proposal templates in the Exhibits of this policy.

Note for Blended/Hybrid or Distance Education Programs: Due to specific accreditation requirements and State of Ohio regulations, Proposals should be developed after initial consultation with the Provost.

Proposal Preparation

When completed, the following elements together comprise “the Proposal” that will be submitted for reviews.

1. Complete the Academic Proposal Signature Page (Exhibit B)
2. Prepare the Program Development Plan (PDP) (Exhibit C)
3. Prepare the Pro Forma (Exhibit D)
4. (Optional) Prepare and attach additional supporting materials (these items may be PDF format).

Review and Approval of Submissions

5. Submit the Proposal to the following University entities in the sequence listed. Proposals must be submitted by the designated Program Director.

Step 1 – Submit Proposal to the Faculty of the College in which the program will be housed (consult the Dean of the College’s office for suitable contact, e.g., vice chair of the Faculty Council). Faculty endorsement as verified by signature on the Proposal Signature Page is required before proceeding to Step 2.

Step 2 – Submit Proposal to the Dean of the College in which the program will be housed. The Dean’s endorsement as verified by signature on the Proposal Signature Page is required before proceeding to Step 3.

Step 3 – If the new program is a graduate degree or certificate, submit Proposal to the Graduate Faculty Council (GFC). Endorsement by the GFC must be verified by signature on the Proposal Signature Page before proceeding to Step 4.

Step 4 – Submit Proposal to the Office of the Provost.

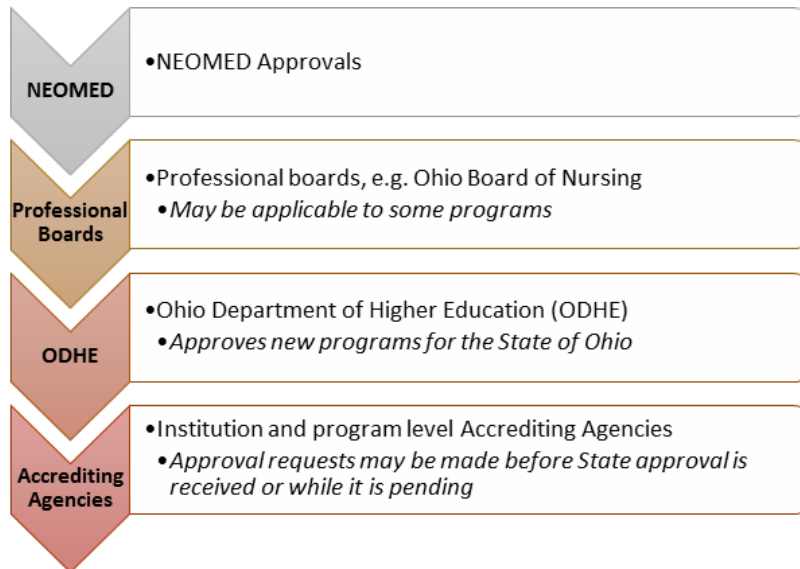
Step 5 – If approved, the Provost will engage the College Dean, Program Director and the Dean of the College of Graduate Studies for external approvals required by the State of Ohio and/or University accrediting agencies. If not approved, the Provost will return the proposal to the College Dean with a written explanation of the decision. The College Dean is responsible to communicate the results to the Program Director.

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Step 6 – Additional approvals external to the University will be required before a new program may be implemented. The Provost will engage the College Deans and Program Director for external new program approvals required by the State of Ohio and/or University accrediting agencies.

External Approvals from Professional Accrediting Agencies May Be Required for New Programs



Filing and Communication of Approved Proposals

Approved Proposals will be filed in the Office of the Provost. The Provost's office will follow an established communications protocol to ensure that relevant University offices are informed of newly approved programs and implementation timelines. The protocol includes notification to the Registrar's Office for new program coding in the University registration system and to the Accounting and Budget Offices for necessary Chart of Account and billing system modifications.

Recognition for Program Directors

Faculty who serve as Program Directors for new degree programs, certificates or concentrations should be acknowledged and credited for their contributions. Appropriate recognition for the workload involved in New Program Development will be documented on the annual faculty performance evaluation.

**APPENDIX B:
Proposal Signature Page Template
Credit-Bearing Degree, Certificate or Track**

Program Director: *Submit Signature Page with program development plan (PDP), pro forma and any other supporting documentation to the appropriate reviewing authority (see Administrative Procedures).*

NEW PROGRAM IDENTIFICATION	
Name of New Program:	
College:	
Proposed Semester of Implementation:	
Number of Credits for Completion:	
Definition of Full Time/Part Time (credits per semester):	
Proposed New Program CIP Code (obtain from Registrar):	
Submitted by:	Date:

√ Check	APPROVAL REQUEST
	New educational degree program
	New educational graduate degree program*
	New certificate program
	New graduate certificate program*
	New track within existing program
	New distance learning program
	New blended/hybrid degree program
	Existing program modification

*Graduate Degree/Certificate: Academic and professional curricula requiring student achievement beyond the baccalaureate level in any field except MD or Pharm D.

VERIFICATION OF REQUIRED UNIVERSITY APPROVALS		
Required	Signature	Date
Faculty of the College		
Dean		
Graduate Faculty Council <i>(graduate programs only)</i>		
Provost		
University President		

NEOMED Board of Trustees		

Contact: Office of the Provost, Northeast Ohio Medical University

APPENDIX C:
Program Development Plan (PDP) Template
New or Modified Degree, Credit-Bearing Certificate or Track

Instructions: The Program Development Plan (PDP) is one of three required parts of a new Program Proposal (see related policy “Administrative Procedures”). Prepare this document as thoroughly as possible before requesting approvals.

Note: This template is compatible with the Ohio Department of Higher Education Program Development Plan (ODHE-PDP) and may serve for the preparation of the ODHE-PDP, if applicable, after University approvals have been obtained.

1. Define the focus of the program and provide a brief description of its disciplinary purpose and significance. How is the program aligned with the mission of the College and the University? Describe the administrative arrangement for the proposed program, including the department(s) and/or College(s) involved.
2. Give evidence of workforce need and student interest, including opportunities for employment of graduates. Address other similar programs in the state and the potential for duplication of programs in the state or region.
3. Provide a description of the proposed curriculum, assessment and mode of delivery.
4. What is the availability and adequacy of the faculty and facilities available for the new program? What is the need for additional facilities and staff and the plans to meet this need? Resources to consider include:
 - a. Human resources (faculty, staff); Program administrators (e.g., program director, coordinator(s), secretarial support staff)
 - b. Teaching faculty (joint appointments of current faculty and recruitment of new faculty)
 - c. Admissions
 - d. Enrollment services
 - i. Prospective enrollment
 - ii. Special efforts to enroll and retain underrepresented groups in the given discipline.
 - e. Academic services
 - f. Student support
 - g. Instructional space; other space or facilities
 - h. Clinical teaching sites
 - i. Library
 - j. Technology
 - k. Financials
 - i. What are the projected additional costs associated with the program and evidence of institutional commitment and capacity to meet these costs?
 - l. Other (e.g., marketing)
5. What is the proposed program development timeline?