

ACADEMIC PROGRAM CHANGE APPROVAL PROCEDURES

University of Massachusetts Boston

Procedures for initiating, terminating, or making substantive changes to academic programs at the University of Massachusetts Boston are consistent with:

- University of Massachusetts *Procedures for University Approval of New Academic Degree Programs, Program Changes, and Program Termination* (Doc. T92-012, as revised 8/6/97)
- Massachusetts Board of Higher Education *Procedures for New Academic Proposals and Program Changes, Public Institutions of Higher Education* (as amended June 14, 2007.)

Required signatures for proposed changes are listed below, and must appear on the attached Academic Program Changes Approval Form. At each level of review, it is the responsibility of the signatory to forward the form to the next level of review. A signed copy of a letter from the president or the Board of Higher Education approving the proposed change may be appended in lieu of the president's, or Board of Higher Education chair's signature. A Faculty Council motion to approve the proposed change that has been signed by the provost and chancellor may be appended in lieu of their signatures. After the necessary signatures have been obtained, the proposed change will be implemented.

New programs (degrees, majors, certificates)

Department chair
College governance
College dean
Dean of Graduate Studies (graduate programs only)
Graduate Studies Committee (graduate programs only)
Faculty Council (graduate programs only)
Provost
Chancellor
President
Board of Trustees
Board of Higher Education (60 days prior to announcing, for certificates requiring fewer than 30 credits)

New minors; programs of study; and tracks, concentrations, and options within existing programs

Department chair
College governance
College dean
Dean of Graduate Studies (graduate programs only)
Graduate Studies Committee (graduate programs only)
Faculty Council (graduate programs only)
Provost
Chancellor

Notification

Board of Higher Education 60 days prior to announcing

Material and substantial changes to existing programs (does not include tracks, concentrations and options within existing programs)

Department chair
College governance
College dean
Dean of Graduate Studies (graduate programs only)
Graduate Studies Committee (graduate programs only)
Faculty Council (graduate programs only)
Provost
Chancellor
Vice President for Academic Affairs

Change of program name

Department chair
 College governance
 College dean
 Dean of Graduate Studies (graduate programs only)
 Graduate Studies Committee (graduate programs only)
 Faculty Council (graduate programs only)
 Provost
 Chancellor
 President
 Vice Chancellor, Board of Higher Education

Termination, suspension, or reactivation of programsOptional

Department chair
 College governance
 College dean
 Dean of Graduate Studies (graduate programs only)
 Graduate Studies Committee (graduate programs only)
 Faculty Council (graduate programs only)

Required

Provost
 Chancellor
 President

Notification

President (prior to announcement)
 Board of Higher Education -- also to be notified of such changes in minors, concentrations, tracks, or option within an existing program (following announcement)

NB: Any proposed change to an undergraduate program that would involve the general education curriculum must be referred to the Faculty Council.

Approved by Interim Provost Winston Langley
 May 22, 2009