

La Sierra University Graduate Council

A Working Guide to the Process of Approval for New Programs of Studies

1.	The Dean of School and/or Chair of department in consultation with each other and with faculty members in the School/department initiates or facilitates/coordinates discussion of new initiatives and/or curriculum development and improvement and seeks department approval of the initiative.
2.	The Dean of School and or chair or department designated curriculum coordinator develops and outlines a “draft” outline proposal document to seek informal feedback. This step may involve consultation with the Provost and/or Vice President for Financial administration if significant resource implications are anticipated.
3.	The Dean and /or Chair or department designated curriculum coordinator and members of faculty prepare a feasibility study which investigates the following issues and incorporates the information into the formal proposal document which follows the standard template document for proposed new programs. Issues will include such matters as: perceived demand for program, market assessment availability of faculty, estimated cost of delivery of program, projected enrolment for 3-5 years, employment prospects for graduates, professional body requirements.
4.	The proposal document outlining the curriculum and its structure in detail is submitted for review by the department and if appropriate by the program/department’s standing External Advisory Panel comprising employer representatives, practicing professionals and academics external to the institution and if appropriate to the relevant professional body.
5.	The Chair submits proposal document to Dean for approval. Following review of the proposal the Dean submits it to the relevant curriculum approval unit within the governance structure of the school or College.. This process involves a vote of approval after two “readings” of the proposal at different meetings.. Changes are incorporated as may arise from discussion during the approval process..
6.	The Dean submits the proposal document for approval by Graduate Council for academic standards compliance, review of resource implications and the fit of the program with any Institutional Academic Master Plan or other strategic needs. Graduate Council recommends to University Council.
7.	Development of finalized approved program documentation by Dean or Chair of Department.
8.	Submission of finalized program proposal to Provost for submission to University Council.
9.	Notification of University Council approval of program by the President’s office to Records office (for coding) and Admissions, the Office of International Students and Enrolment Services offices as appropriate.
10.	Submission of finalized program proposal and supporting feasibility study material for approval by Board of Trustees if required.
11.	Submission of finalized program document to WASC and/or professional body if required (as for new degrees).
12.	Submission of finalized program document to Senate for approval for listing of program in the Faculty Handbook (for new degrees).
13.	Notification of finalized program document to NAD Board of Higher Education for recording and site visit if necessary.

*The sequence of approval may vary depending on the nature of the program of studies

Approved by Graduate Council: April 21, 2014.