University System of Georgia
Creating A More Educated Georgia

Baccalaureate and Master's Degree Procedures

Criteria and Procedures for New Programs

Criteria for the Evaluation of Bachelor's and Master's Program Proposals

The Office of Academic Programs expects that each program proposal will:

1. Demonstrate programmatic need at the state, regional and/or national levels.

2. Provide evidence that program graduates will be regionally/nationally competitive, as appropriate to mission and demonstrate that a program will provide outstanding contributions to Georgia and be competitive with the best programs in the nation.

3. Identify outcomes for students who complete a proposed program (i.e., knowledge skills, values and competencies to be demonstrated by graduates, career opportunities).

4. Demonstrate full financial program support through institutional commitment of resources sufficient to guarantee program excellence. Include a program's/institution's ability to obtain external resources.

5. Identify highly qualified program faculty, who cover an array of subspecialties in their discipline or area, and enough full-time faculty to assure that a program will not be built on part-time or temporary faculty.

6. Show, where appropriate, plans are in place for students to experience practica, internships, and clinical placements.

7. Show how the proposing institution will help students complete their degrees in a timely manner.

8. Demonstrate adequacy of core offerings in support of a new program proposal.

9. Demonstrate that a program will attain accreditation in a reasonable time if it is in a discipline or an area in which specialized or professional accreditation is available.

10. Provide evidence of institutional resources that will be expended specifically for a program (i.e., personnel, library, equipment, laboratories, supplies & expenses, capital expenditures and other) at two critical times: a) program start-up, b) at the time of a program's first comprehensive program review.

Process for the Review of Bachelor's and/or Master's Program Proposals

The Board of Regents of the University System of Georgia's purpose in reviewing proposed new programs is to examine a new program proposal in the context of the Board of Regents/ University System of Georgia academic operations, state needs, and the USG strategic plan. A primary goal of the Board of Regents/ University System of Georgia is to offer high quality educational opportunities for the citizens of Georgia. With this goal in mind, new bachelor's and master's program proposals should use the process defined below. The process involves the development of one document, a full formal proposal that would have garnered institutional support through internal processes before submission.

One Step Process: Revised Formal Proposal

Proposals will be posted on the web for informational and institutional feedback by the Office of Academic Programs. The Board of Regents/University System of Georgia review will be based upon the aforementioned criteria for evaluation of bachelor's and/or master's programs. The revised formal proposal requires the submission of only one document with all pertinent details that would have previously been found separately in a letter of intent (preliminary) and formal proposal.

Proposals should address the following issues and may be submitted electronically or in hard copy format:

1. Basic information: Name of institution, institutional contact (President or Vice President of Academic Affairs), institutional contact for program, school/office, department, name of proposed program, degree, degree inscription, major, CIP code, anticipated starting date. Ensure that degree nomenclature is aligned with national, regional, and state norms as well as accrediting body requisites, where applicable, for the discipline with due consideration for accurate representation of program content, facilitation of promotion and marketing, and consistency with the nomenclature of similar degrees.

2. Description and Objective of the Degree – abstract suitable for presentation to the Board of Regents.

3. Program fit to institutional mission and to nationally accepted trends in the discipline.

4. Program proposal demonstrates demand and justification in discipline/geographic region/state/nation and is not unnecessary program duplication.

5. Institutional resources that will be expended specifically for the program (i.e. personnel, library, equipment, laboratories, supplies & expenses, capital expenditures and other - at two times: program start-up and when the program undergoes its first comprehensive program review).

6. Curriculum.

7. Student admissions criteria.

8. Availability of assistantships (if appropriate), provisions to assist students who transfer in or out of this program degree.

9. Anticipated student learning and other outcomes for students who complete the proposed program.

10. Administration.

11. Accreditation.

12. Projected enrollment, revenues, and expenditures for the first three years.

13. Facilities implications of the proposed program.

14. Inventory of faculty directly involved. For each faculty member, give the following data: name, rank, highest degree, degrees earned, academic discipline, current workload for a typical semester, explanation of how workload will be impacted with the addition of the proposed program; expected responsibilities in the proposed program. If it will be necessary to add faculty in order to begin the program, give the desired qualifications of the persons to be added, with a timetable for adding new faculty and plan for funding new positions.

Review by System Office of the Board of Regents, University System of Georgia

Upon receipt at the System Office, a new program proposal will be posted on the web for information and institutional feedback. The system office review is based on the criteria for evaluation. The Office of Academic Programs will also consult the appropriate Regents Advisory Committee (disciplinary committee) for additional review of the curriculum. The program review staff will make a recommendation regarding acceptance of the proposal to the University System Chief Academic Officer & Executive Vice Chancellor.

System-wide Review

As part of the process for reviewing proposals, the Office of Academic Programs will disseminate to all University System of Georgia institutions, on a regular basis, a list of program proposals under consideration, and will invite interested parties to request a copy of proposals for review and comment. Information received through this process will be considered in evaluating proposed programs.

Follow-up Review

Should a program be approved, it will, during its seventh year of operation, undergo a review by the University System of Georgia Office of Academic Affairs commensurate with the institution's comprehensive program review timetable. This review will evaluate how well the program is meeting the expectations that were outlined in the proposal.