



ACADEMIC AFFAIRS GUIDELINES

NSCS NEW PROGRAM APPROVAL

Last Revised: 4/16/2020

Section X:	Academic Programs/New Programs
Board Policy Reference:	Policy 2510 Mission Statement, Core Values, and Vision Statement Policy 4200 Program Approval and Review Process
Statutory Reference:	NE Statute 85-952 State Colleges; Programs Permitted; Limitations NE Statute 85-956 Chadron State College; programs authorized NE Statute 85-957 Peru State College; programs authorized NE Statute 85-958 Wayne State College; programs authorized
Related Form(s):	CCPE New Program Expenses Table CCPE New Program Revenue Table NSCS New Program Proposal Template

Contents

1. Purpose & Background	2
2. Definition of Terms for Title	2
3. Report Section 1: Descriptive Information	3
4. Report Section 2: Centrality to Role and Mission.....	4
5. Report Section 3: Evidence of Need and Demand.....	4
6. Report Section 4: Adequacy of Resources.....	5
7. Report Section 5: Avoidance of Unnecessary Duplication	5
8. Report Section 6: Consistency with Comprehensive Statewide Plan for Postsecondary Education....	6
9. Frequently Asked Questions	6

1. Purpose & Background

The NSCS new program approval guidelines are designed to provide State Colleges with direction in proposing new academic programming, which includes degrees; majors; options/concentrations; focus areas. and endorsements within majors; minors; and certificates. The guidelines are based upon the required components established by the Coordinating Commission for Postsecondary Education (CCPE) for new program approval¹ and outline the required components for each section of the program proposal. These guidelines shall be used to construct academic program proposals for submission to the Board of Trustees and the CCPE, if applicable, for new program approval.

2. Definition of Terms for Title

2.A. Undergraduate Degree:

The academic award bestowed on an undergraduate student who completes one hundred twenty (120) unduplicated credit hours and meets other academic requirements, including, but not limited to, sufficient credits in the major, general studies, upper division level courses, and a minimum grade point average overall and in the major.

2.B. Undergraduate Subject Major:

An academic program that concentrates on an academic discipline and ranges from thirty (30) to thirty-six (36) credit hours. A subject major shall be combined with a minor or second major to lead to a degree.

2.C. Undergraduate Comprehensive Major:

An academic program that represents an expanded study of a discipline and leads to a degree. It may consist of a core and an option/concentration and ranges from at least forty-eight (48) credit hours to no more than fifty-seven (57) credit hours.

2.D. Undergraduate BAS Major:

An academic program that ranges from thirty (30) to forty (40) credit hours of coursework that will prepare individuals for management and/or leadership opportunities.

2.E. Undergraduate Core:

A cluster of courses in a comprehensive major that comprises the foundation for all options and shall include a minimum of twelve (12) credit hours. A core leads to a degree when combined with an option/concentration.

2.F. Undergraduate Option/Concentration:

A series of courses within a comprehensive major that, when combined with a core of courses, if required, leads to a degree. An option or concentration is a sub-specialty of a major and shall include at least eighteen (18) credit hours.

¹ The Coordinating Commission for Post-Secondary Education (CCPE) has established guidelines for submitting proposals for new instructional programs and new organization units. These guidelines are available on the CCPE's website at https://ccpe.nebraska.gov/sites/ccpe.nebraska.gov/files/doc/NewProgram_Guidelines_0.pdf.

2.G. Undergraduate Minor:

An academic program that concentrates on a subject but does not in itself lead to a degree. A minor shall range from eighteen (19) to twenty-one (21) credit hours.

2.H. Undergraduate Endorsement:

A series of courses which leads to teacher certification in accordance with standards established by the Nebraska State Department of Education (NDE). The number of credit hours required to complete a field endorsement shall not exceed the minimum credit hours required by NDE by more than ten percent (10%) for endorsements with fifty (50) or more minimum credit hours established. The number of credit hours required to complete a field endorsement with fewer than fifty (50) minimum credit hours established, or a subject endorsement, shall not exceed the minimum credit hours required by NDE by more than twenty percent (20%).

2.I. Undergraduate Certificate:

A cluster of courses that develops specific knowledge and/or skills and supports an occupational outcome or industry certification. This credential does not in itself lead to a degree. An undergraduate certificate shall range from nine (9) to fifteen (15) credits of predominantly upper division courses.

2.J. Graduate Degree:

The academic award bestowed on a student who completes a minimum of thirty (30) credit hours in an academic discipline and meets other academic requirements, including but not limited to, completion of a baccalaureate degree, sufficient credits in the graduate core, and a minimum overall grade point average.

2.K. Graduate Major:

A set of core courses that comprise the foundation for a graduate degree and addresses the established accreditation and/or professional graduate standards for the program.

2.L. Graduate Focus Area:

A cluster of courses that concentrate on a specific area of specialization within a larger academic discipline. A focus area shall include a minimum of twelve (12) credit hours.

2.M. Certificate of Advanced Studies:

A cluster of courses that concentrate on a specific knowledge and/or skills aligned to an area of specialization or industry certificate. These courses are available non-degree seeking students; however, they may also be used toward the complete of a graduate degree. A certificate of advanced studies shall include a minimum of nine (9) credit hours.

3. Report Section 1: Descriptive Information

- 3.A. The name of the institution proposing the program;
- 3.B. The name and type of the program being proposed;
- 3.C. The degrees/credentials to be awarded graduates of the program (e.g., diploma, BS, MS, etc.);
- 3.D. Other programs offered in this field by the institution;
- 3.E. CIP code;

AREA GUIDELINE: **Title**

- 3.F. Administrative unit for the program;
- 3.G. Proposed delivery site(s) and type(s) of delivery, if applicable;
- 3.H. Proposed data (term/year) the program will be initiated;
- 3.I. Description of program, including:
 - 3.I.1. Summary statements about the nature of the curriculum and the purpose of the proposed program;
 - 3.I.2. Course content of the program, including list of courses, credit hours, and other requirements (catalog text); and
 - 3.I.3. Course descriptions for the courses included in the program, with new courses identified.

4. Report Section 2: Centrality to Role and Mission

- 4.A. Provide assurances that the proposed program is consistent with the college's role and mission, as defined by:
 - 4.A.1. NSCS Policy 2510 Mission Statement, Core Values, and Vision Statement;
 - 4.A.2. State of Nebraska statutes; and
 - 4.A.3. Coordinating Commission for Postsecondary Education's (CCPE's) Comprehensive Statewide Plan for Postsecondary Education².
- 4.B. Discuss any external stakeholders who have contributed to the development of this program proposal.

5. Report Section 3: Evidence of Need and Demand

- 5.A. Discuss the need for the program within the institution, the community, the region, the state, and/or the nation, including information such as data, surveys, or studies, regarding:
 - 5.A.1. workforce needs of business, industry, and employers;
 - 5.A.2. job and educational advancement opportunities for graduates; and
 - 5.A.3. potential for the program to contribute to society and economic development, where appropriate.
- 5.B. Discuss the demand for the program and extent of student interest in the proposed program, including studies, surveys, or other evidence about student demand, such as:
 - 5.B.1. The number of students expected to enroll in the program in each of the first five (5) years of operation; and
 - 5.B.2. The minimum number of students required to make the program viable.

² The CCPE's Comprehensive Statewide Plan for Postsecondary Education can be found on its website, at <https://ccpe.nebraska.gov/sites/ccpe.nebraska.gov/files/COMP%20PLAN-updated%20October%202018.pdf>.

6. Report Section 4: Adequacy of Resources

- 6.A. Provide assurances that the proposed program has resources adequate to develop and implement the program in the following areas:
 - 6.A.1. Describe faculty and staff resources, including:
 - 6.A.1.a. The number of faculty and staff required to implement the proposed program in the responsible unit; and
 - 6.A.1.b. Any additional faculty and/or administrative and support staff required, including graduate assistants.
 - 6.A.2. Describe the physical facilities, including:
 - 6.A.2.a. Location of the proposed program;
 - 6.A.2.b. Any additional physical facilities, such as classrooms, laboratories, and offices, that will be required for the program; and
 - 6.A.2.c. Any plans for renovating existing facilities, constructing new facilities, or leasing additional facilities for the proposed program within the next ten (10) years. (This can be omitted if the college indicates it has had a capital construction project submitted to, or approved by, the CCPE)
 - 6.A.3. Describe the availability and needs related to instructional equipment and informational resources, including:
 - 6.A.3.a. Computers;
 - 6.A.3.b. Data services; and
 - 6.A.3.c. Telecommunication connectivity.
 - 6.A.4. Discuss Budget projections for first five (5) years:
 - 6.A.4.a. Complete *CCPE New Program Expenses Table*
 - 6.A.4.b. Complete *CCPE New Program Revenue Table*
 - 6.A.4.c. Provide summary and explanation of both tables as it pertains to the new program being proposed and the projected revenue and expenses generated by the program

7. Report Section 5: Avoidance of Unnecessary Duplication

- 7.A. Identify other similar programs offered in the state by public or private institutions;
- 7.B. Identify any similar programs offered within the states that are members of the Midwestern Higher Education Compact (MHEC), and
- 7.C. For graduate and professional programs, identify similar programs offered in contiguous states that would be reasonably accessible to Nebraska residents.

8. Report Section 6: Consistency with Comprehensive Statewide Plan for Postsecondary Education

- 8.A. Explain how this program enhances relevant statewide goals for education, which may:
- 8.A.1. Strengthen the proposal, bolstering information regarding need and demand; and/or
 - 8.A.2. Ameliorate concerns about unnecessary duplication.

9. Frequently Asked Questions

- 9.A. **Do all proposals for new academic offerings need to be approved by the NSCS Board of Trustees?**
- 9.A.1. Yes, all academic offerings must be formally approved by the Board.
- 9.B. **Do all proposals for new academic offerings need to be approved by the Coordinating Commission for Post-Secondary Education (CCPE)?**
- 9.B.1. Only those proposals that lead to the offering a new degree program must be formally approved by the CCPE. Subcomponents of degrees, such as options/concentrations, focus areas, minors, and certificates, do not need to be approved by the Commission.
- 9.C. **Do all proposals require the completion of the CCPE New Program Expense and Revenue Tables?**
- 9.C.1. Only proposals for new academic programs require the completion of these two tables. However, all proposals should address to some extent any new expenses that are expected to be incurred in implementing the new program, as well as new revenues.
- 9.D. **To whom do new program proposals need to be submitted once they are approved by the College?**
- 9.D.1. Please submit the academic program proposal to the Vice Chancellor for Academic Planning and Partnerships, who will complete a final review prior to submission to the Board.