

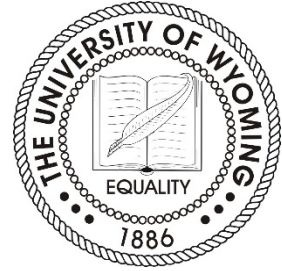
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# UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Degrees and Diplomas

**Number:** UW Regulation 2-119

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## I. PURPOSE

To establish the process for approval and designation of Academic Programs offered by the University.

## II. DEFINITIONS

**Academic Program:** An academic program leading to a certificate, bachelor's degree, master's degree, doctoral degree or professional diploma. For the purposes of this Regulation, Academic Program does not include academic courses.

## III. POLICY

All Academic Programs must be authorized by the Board of Trustees. Academic Programs shall be awarded by the Board of Trustees upon recommendation of the appropriate school or college faculty, transmitted to the Board of Trustees by the President of the University.

## IV. ACADEMIC PROGRAM APPROVAL

**Notice of Intent.** The Provost, in consultation with the President, shall submit a Notice of Intent to plan a new Academic Program to the Board of Trustees' Academic and Student Affairs Committee, who shall make a recommendation to the full Board of Trustees for approval or disapproval. A Notice of Intent is a preliminary, conceptual proposal requesting authorization to plan a new Academic Program.

The Plan should normally be no longer than three (3) pages in length and shall include the following information:

- A. The name of the proposed Academic Program and the mode of delivery;
- B. A description of the new Academic Program that includes an outline of the anticipated curriculum and learning outcomes;
- C. Information about content and how the Academic Program may relate to other offerings;

- D. A plan for obtaining a market analysis of anticipated student demand and enrollment, and a plan for evaluation and analysis of post-graduation employment market demand
- E. Preliminary budget, including potential funding sources, projected expenses and revenues, and potential faculty, academic professionals, lecturers, professors of practice, and staff; Proposed timeline for staged implementation over five years, including campus and Board of Trustees review;
- F. Information on other required approvals, such as accreditation bodies and the Higher Learning Commission;
- G. Evidence of how the new Academic Program aligns with the University's mission, strategic plan, and existing academic degree program array; and
- H. A rationale that clearly defines the need for the new Academic Program. The rationale should include evidence that the Academic Program will not produce unnecessary duplication of existing programs.

The Board of Trustees may review and consider taking appropriate action. Until Board of Trustees approval of the Notice of Intent, there shall be no further action on the Academic Program.

**Request for Authorization.** After review and approval of the Notice of Intent, and upon completion of a full feasibility study and campus review, the President shall submit a Request for Authorization to implement the Academic Program, including the purpose and need for the proposed Academic Program; the proposed curriculum; a plan to assess the Academic Program; anticipated enrollment, existing or new resources required to deliver the Academic Program, and timeline for implementation; a plan for accreditation, if applicable; the benefits of the Academic Program to the University; the ability of the University to carry out the Academic Program; and the likely value to, and impact on, students and the residents of Wyoming.

This Request for Authorization should normally be no longer than ten (10) pages in length and shall be accompanied by a Letter of Commitment from the Provost's Office, affirming the following:

- A. The Academic Program has been designed to meet the University's standards of quality and will make a meaningful contribution to the University's mission, strategic plan, overall academic plan, and academic degree program array;
- B. The University community, including but not limited to Executive Team, Deans and Directors, Faculty Senate, Staff Senate, and ASUW, have been provided the opportunity to review and present feedback;

C. The necessary financial and human resources are in place and/or have been committed to implement and sustain the Academic Program; and

D. Program evaluations are in place.

The Letter of Commitment shall include a detailed budget for the next four (4) years, including funding sources, projected expenses and revenues, and faculty, academic professionals, lecturers, professors of practice, and staff.

The Board of Trustees may review and consider taking appropriate action. Until Board of Trustees approval of the Request for Authorization, there shall be no further action on the Academic Program.

## V. MASTER LIST OF DEGREES

At its annual meeting in May, the Board of Trustees shall approve the master list of Academic Programs offered by the University of Wyoming. The list may be amended by the Board at any meeting.

## VI. HONORARY DEGREES

Nominees for honorary degrees may be submitted by members or former members of the Trustees, members of the faculty, and alumni. All recommendations shall be submitted in writing to the President of the University by a designated date each year. The President shall refer all nominations to a joint committee consisting of not more than four members of the Trustees appointed annually by the President of the Trustees, three members of the appropriate faculty committee chosen annually by that committee, and the President of the University who shall preside as chairperson without vote.

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**Responsible Division/Unit:** Division of Academic Affairs

**Source:** None.

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None.

**History:**

Trustee Regulation IX.A; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 11/14/2014 Board of Trustees meeting

Revisions adopted 5/9/2018 Board of Trustees meeting

Reformatted 7/1/18: previously UW Regulation 8-2, now UW Regulation 2-119