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SR-93-94-61 (APC)

Marshall University

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**ACADEMIC PLANNING COMMITTEE  
RECOMMENDATION**

**SR-93-94-61(APC)**

To approve the following procedures to be followed when proposing a new degree program.

I. Procedure for approving new programs:

- 1) Proposed Letter of Intent following Administrative Bulletin 23 from faculty.
- 2) Approval from their College Curriculum Committee.
- 3) a) Approval from either Academic Standards and Curricula Review (ASCR) if an undergraduate program and approval from the Academic Planning Committee (APC) or  
b) Approval from the Graduate Committee if a graduate program and approval from the Academic Planning Committee (APC).
- 4) APC forwards their recommendation to the Faculty Senate with the recommendations from the appropriate committees above.
- 5) Faculty Senate forwards their recommendation to the President of the University.
- 6) The President forwards the recommendation to the Board of Trustees. The President does so at his or her discretion and determines the most propitious time to do so.

Once the Board of Trustees approves, then:

- 1) The proposed program is developed in detail following Administrative Bulletin 23.
- 2) Approval by the College Curriculum Committee.
- 3) Approval by the Academic Standards and Curricula Review Committee if an undergraduate program or Graduate Committee if a graduate program.
- 4) Graduate Committee or ASCR forwards their recommendation to the Faculty Senate.
- 5) Faculty Senate forwards their recommendation to the President of the University.
- 6) If the President of the University approves, he or she forwards the proposal to the BOT.

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