

## Utah State Board of Regents

*R-401 Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*


### LEVEL OF APPROVAL SUBMISSION GUIDE

#### R401-4 / SBR APPROVAL

Items submitted will be reviewed by the Office of the Commissioner of Higher Education (OCHE), then forwarded to the Chief Academic Officers (CAO) and Program Review Committee (PRC) before being presented to the Regents. K-12 Personnel Programs are also reviewed by appropriate officials and faculty of the schools and colleges of education. See R401-4.2.2 for all programs requiring specialized reviews.

#### R401-5 / OCHE APPROVAL

Items submitted will be reviewed by OCHE. If there are any issues, the proposal will be returned for clarification/correction. If no issues, the proposal will be returned with a note of approval and the request will be placed on the General Consent Calendar of the next Regents' agenda.

SECTION NO.	SECTION TITLE	TEMPLATE REQUIRED	SECTION NO.	SECTION TITLE	TEMPLATE REQUIRED
4.1.1	Non-Credit Certificate of Proficiency Eligible for Financial Aid	Appx B: Full	4.1.5.2	Minor*	Appx G: Abbreviated
	Credit Certificate of Proficiency Eligible for Financial Aid	Appx B: Full	5.1.1.1	New Emphasis on an Existing Degree*	Appx G: Abbreviated
4.1.1	Non-Credit Certificate of Completion	Appx B: Full	5.1.2	Certificate of Proficiency Not Eligible for Financial Aid	Appx G: Abbreviated
	Credit Certificate of Completion	Appx B: Full	5.1.3	Out-of-Service Area Delivery of Programs	Appx G: Abbreviated
4.1.9	Fast-Tracked Certificate	Appx B: Full	5.1.4	Name Change of Existing Programs	Appx G: Abbreviated
4.1.2	Associate of Applied Science Degree	Appx B: Full	5.1.5	Program Transfer	Appx G: Abbreviated
4.1.3	Associate of Science Degree	Appx B: Full		Program Restructure	Appx G: Abbreviated
	Associate of Arts Degree	Appx B: Full		Program Consolidation	Appx G: Abbreviated
4.1.5	Bachelor's Degree	Appx B: Full	5.1.6	Program Discontinuation	Appx G: Abbreviated
4.1.6	K-12 School Personnel Programs	Appx B: Full		Program Suspension	Appx G: Abbreviated
4.1.7	Master's Degree	Appx B: Full	5.1.7	Administrative Unit Creation	Appx G: Abbreviated
4.1.8	Doctoral Degree	Appx B: Full		Administrative Unit Transfer	Appx G: Abbreviated
				Administrative Unit Consolidation	Appx G: Abbreviated
<b>R401-4 / OCHE APPROVAL</b>			5.1.8	New Center	Appx G: Abbreviated
Items submitted will be reviewed by OCHE and posted on a website for PRC member review. If there are any issues, the proposal will be returned for clarification/correction. If no issues, the proposal will be returned with a note of approval and the request will be placed on the General Consent Calendar of the next Regents' agenda.				New Institute	Appx G: Abbreviated
				New Bureau	Appx G: Abbreviated
			5.1.9	Graduate Certificate	Appx G: Abbreviated
<b>SECTION NO.</b>	<b>SECTION TITLE</b>	<b>TEMPLATE REQUIRED</b>	<i>* Requires "Section VI: Program Curriculum" of Abbreviated Template</i>		
4.1.10	Three-Year Follow-Up Report of Recently Approved Programs	Appx D: Follow-Up Report	<b>R401-6 / NOTIFICATION TO OCHE</b>		
4.3.3	Two-Year Follow-Up Report of Fast Tracked Certificate	Appx D: Follow-Up Report	Items submitted will be reviewed by OCHE. If there are any issues, the proposal will be returned for clarification/correction. If no issues, the proposal will be returned with a note of approval and the request will be placed on the General Consent Calendar of the next Regents' agenda.		
 <p style="text-align: center;">UTAH SYSTEM OF HIGHER EDUCATION <i>Building a Stronger State of Minds™</i></p>					
			6.1.1	Reinstatement of Previously Suspended Program	Appx G: Abbreviated
			6.1.5	Reinstatement of Previously Suspended Unit	Appx G: Abbreviated

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