



Adding, Changing, or Discontinuing Academic Plans

Responsible University Officer(s):

- Executive Vice President and Provost

Policy Owner(s):

- Executive Vice President and Provost

Policy contact(s):

- Erin Slattengren

Date Revised:

Sep 16, 2011

Effective Date:

Jul 1, 2002

Policy Statement

Departments, colleges, and campuses have the authority to establish, change, and discontinue academic plans and sub-plans that may appear on official University transcripts, subject to appropriate consultation with other units and subject to the final authority of the Board of Regents. (See Administrative Policy: *Academic Unit Authority over the Curriculum and Major: Twin Cities, Crookston, Morris, Rochester.*) This policy includes undergraduate, graduate, and professional credit-bearing degrees, majors, minors, free-standing minors, and certificates.

Creating, Changing or Discontinuing a Plan or Sub-Plan

Collegiate units and system campuses proposing to add, change, or discontinue an academic plan or sub-plan must submit a proposal for review and approval. (See Responsibilities section below and associated procedures.) Collegiate units and system campuses must have a set of

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publicly available standards and internal processes for developing, reviewing, and approving new, changed, or discontinued plans and sub-plans that are consistent with these procedures.

The Executive Vice President and Provost is responsible for reviewing and **recommending action on** approving, as appropriate, academic proposals **that require** Board of Regents consideration and final action. *Added clarifying language*

Every academic plan must have a home college(s) or system campus.

Collegiate units and campuses may not advertise or initiate new and/or changed plans or recruit or admit students to them prior to formal approval by the Board of Regents.

Changing Requirements of an Existing Plan or Sub-Plan

Any approved change in plan (e.g., major) or sub-plan (e.g., track, emphasis, concentration) requirements takes effect no earlier than the following term and will not normally be imposed on currently enrolled students who have been admitted to the plan or sub-plan, but the new requirements may be offered to them as an option. If the faculty of a collegiate unit or system campus concludes that a new requirement is essential even for currently enrolled students, approval of the dean of the collegiate unit or the chief academic officer of the system campus must be obtained before imposing the requirement on them.

Collegiate units and system campuses must communicate to prospective and current students their local policies and decisions regarding new or revised plan or sub-plan requirements.

The Executive Vice President and Provost is responsible for reviewing and approving academic proposals for changing plan and sub-plan requirements.

Reason for Policy

This policy:

- Enhances quality, productivity, and efficiency in academic plan development and implementation by faculty, departments, collegiate units, and campuses.
- Ensures that academic plan development is aligned with unit compact statements and institutional, campus, and collegiate unit mission and strategic directions.
- Makes explicit commonly held assumptions about criteria for academic plans and connections to related policies.
- Fosters shared consultation, and where appropriate, planning across academic units.
- Enhances availability, consistency, and coordination of information about the University's academic plans for transcript records, internal analysis, accountability reporting, and accreditation.
- Ensures thorough and timely review of proposals.

Procedures

- ~~[Adding New Post-Baccalaureate Academic Plans](#)~~
- ~~[Changing Existing Post-Baccalaureate Academic Plans](#)~~

All proposals for adding, changing, or discontinuing baccalaureate **and post-baccalaureate** academic plans and sub-plans must be submitted through the Program and Curriculum Approval System (PCAS). For specific procedures see: [Program and Curriculum Approval System](#). Update link to this: <https://www.asr.umn.edu/applications-and-work-tools/pcas>

Submitting proposals to add, change, or discontinue graduate and professional education plans and sub-plans should refer to the **following procedures**:

- [Adding New Post-Baccalaureate Academic Plans](#)
- [Changing Existing Post-Baccalaureate Academic Plans](#)

Forms/Instructions

- [Program and Curriculum Approval System \(PCAS\)](#) update link to this: <https://www.asr.umn.edu/applications-and-work-tools/pcas>

Related Policies **(add section)**

- [Campus-Specific Credit Requirements for Undergraduate Degrees and Majors, Minors, and Certificates: Twin Cities, Crookston, Morris, Rochester](#)
- [Credit Requirements for Master's and Doctoral Degrees](#)
- [Application of Credits for Student Earning Graduate Degrees](#)
- [Post Baccalaureate Plans Approved by the Board of Regents](#)

~~Appendices~~ **(delete section)**

- ~~[Best Practices in Coursework \(Plan C\) Master's Degrees](#)~~

Frequently Asked Questions **(see link to draft update in summary)**

- [FAQ: Adding, Changing or Discontinuing Academic Plans](#)

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	Erin Slattengren	612-301-1707	slat0084@umn.edu
Policy Questions	Emily Ronning	612-626-8034	ronn0044@umn.edu
Policy/Process Advice	Office of Executive Vice President and Provost	612-626-6544	612-624-3814
Forms	Program and Curriculum Approval System	612-625-2808	srhelp@umn.edu

Definitions

Academic Major

A student's main field of specialization during the student's undergraduate or graduate studies. The major is recorded on the student's transcript.

Academic Minor

A student's declared secondary field of study or specialization during the student's undergraduate or graduate studies. A minor typically consists of a set of courses that meet specified guidelines and is designed to allow a sub-major concentration in an academic discipline or in a specific area in or across disciplines. The minor is recorded on the student's transcript.

Academic Plan

Undergraduate, graduate, and professional credit-bearing degrees, majors, minors, free-standing minors, and certificates that may appear on official University transcripts.

Academic Program

Undergraduate, graduate, and professional credit-bearing degrees, majors, minors, free-standing minors, and certificates that may appear on official University transcripts.

Certificate

A particular set of courses or coursework that typically addresses new knowledge or practice areas emerging from technological, social, or economic changes to which particular professions or occupations must adjust.

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Curriculum

The set of courses offered by a unit.

Dual Degree

Dual Degree describes a student pursuing two existing degree programs concurrently. Dual degree programs at the graduate level refer to Board of Regents approved integration of two graduate-level degree programs. *Added clarifying language*

Electronic Course Authorization System (ECAS)

Provides an electronic method to propose new courses and make changes to or de-activate existing courses.

Free-standing minor

An interdisciplinary minor, not attached to a major, available to students from other academic plans.

Home college(s)

The college(s) responsible for administering the academic plan.

Interdisciplinary academic plan

A coherent integration of two or more distinct disciplines into an academic major or free-standing minor.

Integrated Degree Program (IDP) *(added)*

University of Minnesota Board of Regents-approved integrated degree programs bridge undergraduate and master's degrees at the University of Minnesota, offering eligible University undergraduates the opportunity to transition to a master's degree and complete both degrees in a shortened amount of time.

Program and Curriculum Approval System (PCAS)

A comprehensive database of all the requirements needed to complete each academic plan and sub-plan offered on University campuses. PCAS is a web-based approval system that automatically routes all new plans, and any changes to existing plans, to the correct approvers and approval levels. PCAS also is a resource for the Graduation Planner, the University's program that supports undergraduate students' timely progress toward graduation, *and all* University catalogs ~~use data from PCAS.~~

Requirements for the major and minor

The set of courses that constitute the program of study in a focused area for a particular degree program. These courses make up a portion of the University of Minnesota degree.

Sub-plan

A formally designated, distinct content area within a single, broader discipline (e.g., track, concentration, area) that appears on the official University transcript.

Responsibilities

Collegiate unit/department

Review current academic offerings and propose new, changed, or discontinued offerings across all degree types, and Submit requests to the collegiate dean/s and/or system campus chief academic officer.

Collegiate dean/system campus chief academic officer

Review proposals and make recommendations to the EVPP. Take final action on plan changes that do not require EVPP or BOR approval. Transmit changes to ASR, as appropriate.

~~Graduate Education Council~~

~~Review Ph.D. plan proposal and make recommendation to EVPP.~~ (no longer exists)

Office of the Associate Vice President for Academic Health Sciences

Reviews health sciences related plan proposals and make recommendations to EVPP.
(changed from Academic Health Sciences Council)

Campus Curriculum Committee (added)

Advisory to the Executive Vice President and Provost and reviews new baccalaureate degree plan proposals on the Twin Cities campus prior to EVPP review to ensure broad University consultation and mitigate perceived overlap or duplication in degree plans.

EVPP (Executive Vice President and Provost)

Receive proposals and confirm all required information is complete. Review and approve new, changed, or discontinued academic plan proposals. Transmit proposals with recommendations to the BOR for final action. Take final action on plan changes that do not require BOR approval. Transmit final BOR approved information to ASR.

BOR (Board of Regents)

Review and take final action (final approval or denial) on new, changed, or discontinued academic plan proposals.

ASR (Academic Support Resources)

Make approved plan and sub-plan changes to the enterprise student system.

Related Information

- Board of Regents Policy: *Responsibilities of the Board and Individual Regents*
- ~~[Teaching and Education Policies](#)~~

- ~~Academic Unit or Campus~~
 - ~~Curriculum review and faculty governance policies~~
- Higher Learning Commission (University's regional accrediting agency)
 - Handbook of Accreditation
 - Principles of Good Practice in Overseas International Education Programs for Non-U.S. Nationals
 - Best Practices for Electronically Offered Degree and Certificate Programs
- **University of Minnesota Degree and Certificate Plans**
 - Twin Cities
 - Crookston
 - Duluth
 - Morris
 - Rochester
 - System (added)

History

Amended:

September 2011: Comprehensive Review, Policy completely rewritten. Aligns policy language with current practice. Shifts the review and initial approval of new and changed non-doctoral post-baccalaureate academic plans to collegiate units, including the Duluth and Rochester campuses, from the previous centralized Graduate School model. Title changed from Review of Proposals for New and Changed Academic Programs to Adding, Changing, or Discontinuing Academic Plans.

Amended:

January 2003 - Updated phone number in contacts section and procedure.

Effective:

July 2002

Supercedes:

January 1994 *Policy on Approval of Academic Programs*, and all working versions circulated since then.