

Submission Guidelines to Establish, Terminate or Change an Academic Program

Updated: November 2021

Semester start term (implementation) for academic actions are as follows:

Fall (next or future)¹: establish (all program types), restructure, change in array and rename (all program types)

Fall (next or future) or Spring (next or future) only: terminate (all program types)²

Terminate an Academic Program (no longer offer and not renaming): CIM³ form only (select “terminate program”)

1. CIM submission must include all required fields.
2. Justification for terminating the program including a brief description of the plan for teaching out remaining students.
3. Description/justification must indicate if there are any currently enrolled students or students on an approved leave of absence.
4. All approvals must be obtained according to the approval workflow for the academic unit.

Note: A full proposal may be requested if more extensive information is needed.

The CIM form requires the following “terms” for a termination: 1) **End term** (after this term, a program will no longer appear in the Bulletin). *End term and last admit term should be the same.* 2) **Last admit term** (after this term, a program is no longer open for admission); 3) **Last term a student can move into the program** (via a change of program), and 4) **final graduation term** (after this term a program is made inactive in Banner).

Rename (terminate current name and establish a new name): Two CIM forms required (select “propose new program” first to establish newly named program, and then select “terminate program” to terminate current name)⁴

¹ Note: A graduate program can request a summer admission term for when a newly admitted cohort begins instruction during one of the university’s established summer semesters.

² Ideally, the termination term for a program should be a future term. Programs should not be terminated if currently appearing on an open admission application.

³ CIM is the university’s course and curriculum information management system.

⁴ A rename in CIM and Banner has to be handled as a terminate and establish but is typically presented to the Board as a rename.

1. CIM submission must include all required fields.
2. The requested action(s) must be fully described across the following three sections of the **new program form**:
 - a. In the description box, briefly state the desired action (rename). If you are also changing the curriculum, for example, renaming the program and changing the array of requirements, indicate so.
 - b. *The executive summary* should include:
 - i. A description of the exact changes.
 - ii. If a restructuring proposal, whether the total credits for the degree are increasing or decreasing (e.g., degree decreasing from 124 to 122 credits)
 - iii. How these changes align Temple's program with peer or competitor programs (if applicable)
 - iv. If curricular changes are included, benefits of the changes to students (e.g., this will facilitate time to degree)
 - c. Under justification, indicate the reason for the changes, including how any recent assessments or accreditation criteria support the requested change.
3. Justification for renaming the program should be repeated on both forms. Please indicate how change in name strengthens program, may help students in the job market or will help attract more students.
4. Description/justification must indicate how currently enrolled students will be informed of the change.
5. All approvals must be obtained according to the approval workflow for the academic unit.
6. Optional attachments may include a comparison of current program to proposed programs or a more detailed eight-semester grid then included on the CIM form. ***If there are no curricular changes, only the current 8-semester grid needs to be copied to the new proposal.***

Note: A full proposal is not needed for a rename-establish but may be requested if more extensive information is needed.

Restructure or Change in Array of Courses: CIM form only⁵ (select edit program)

1. CIM submission must include all required fields.
2. The requested action(s) must be fully described across the following three sections of the form:
 - a. In the description box, briefly state the desired action (restructure or change in array of courses). If you are doing more than one action, for example renaming a program and changing the array of requirements, indicate so and follow the guidelines for both actions.
 - b. *The executive summary* should include:

⁵ Programs are welcome to submit a full proposal if one was developed as part of the internal school/college approval process.

- i. A description of the exact changes (e.g., replacing two required courses with two electives)
 - ii. If a restructuring proposal, whether the total credits for the degree are increasing or decreasing (e.g., degree decreasing from 124 to 122 credits)
 - iii. How these changes align Temple’s program with peer or competitor programs (if applicable)
 - iv. Benefits of the changes to students (e.g., this will facilitate time to degree)
 - c. Under *justification*, indicate the reason for the changes, including how any recent assessments or accreditation criteria support the requested change.
3. Description/justification must indicate how currently enrolled students will be informed of the change.
4. All approvals must be obtained according to the approval workflow for the academic unit.
5. Optional attachments may include a comparison of current program to proposed program or a more detailed eight-semester grid than included on the CIM form. ***If there are no curricular changes, only the current 8-semester grid needs to be copied to the new proposal.***

Note: A full proposal may be requested if more extensive information is needed.

Establish an Academic Program: CIM Submission (select “propose new program”) and Full Proposal Required

Semester start term (implementation) for academic actions are as follows:

Fall (next or future)⁶: establish (all program types), restructure, change in array and rename (all program types)

Fall (next or future) or Spring (next or future) only: terminate (all program types)⁷

Establishing a new academic program (all types including minors, concentrations⁸ or certificates) requires completion of the CIM form as well as a full proposal.

CIM FORM:

1. CIM submission must include all required fields.
2. The requested action must be fully described across the following three sections of the form:

⁶ Note: A graduate program can request a summer admission term for when a newly admitted cohort begins instruction during one of the university’s established summer semesters.

⁷ Ideally, the termination term for a program should be a future term. Programs should not be terminated if currently appearing on an open admission application.

⁸ “Track” and “concentration” are the only approved terms for sub-specialization or sequence within a major; however, the preferred term is “concentration,” as it is the field in Banner and the descriptor that is designated with the major when the degree is awarded.

- a. In the *description box*, briefly state the type of program being established (e.g., major, minor, certificate)
 - b. The *executive summary* should include (*can use language from introductory section in proposal*)
 - i. A description of the new program including degree type (e.g., B.A., B.S) and name of academic program
 - ii. Overview of the need for the program and intended audience
 - iii. Peer or competitor programs (if applicable)
 - iv. Will you be seeking accreditation for the program?
 - c. Under *justification*, indicate the reason for establishing the program, including how any recent assessments influenced the proposal.
3. All approvals must be obtained according to the approval workflow for the academic unit.
4. **A full proposal must be submitted as an attachment.**

The full proposal should provide the following information:

1. Introduction/Rationale
 - a. Need for the program.
 - b. Disciplinary reasons guiding the proposed program (i.e., emerging discipline, developments in the field, accreditation standards, employer feedback).
 - c. How Temple can mount the program with a level of academic quality and excellence consistent with the mission and goals of the college and the university.
 - d. How the curriculum of the proposed program compares to the top programs in this discipline. If this is an emerging field in which Temple will be a leader, please specify.
2. Curriculum
 - a. Program requirements, preferably a semester-by-semester curriculum outline.
 - b. Special characteristics of the program, type and level of instruction, new courses to be developed or syllabi of existing courses, sequencing of courses, concentrations or tracks, and other requirements such as comprehensive exams, theses, practica, nonstandard grading scales, auditions, portfolio review, etc.
 - c. If the curriculum includes courses yet to be established, the proposal should indicate a reasonable timeline for establishing new courses. **Ideally, new courses should be proposed concurrently with the submission of the program proposal and for the same effective term.**
 - d. Description of how courses will be scheduled to ensure that students will be able to complete the course of study within four years (undergraduate programs) or a reasonable time frame. Time limits for completion may vary but should be no longer than 4 years if the program will be advertised as a four-year undergraduate

program. Master programs are normally 2 or 3 years and may not exceed 6 years. Doctoral programs may not exceed 7 years.

- e. List campus(es) where the program will be offered or indicate if the program will be delivered at an off-campus, non-Temple location.⁹
- f. Indicate if the program will be offered fully online and how the program will be fully compliant with [SARA](#).
- g. Indicate if the program leads to certification or licensure by an outside agency and if so, in which states (or countries).

3. Impact on Faculty and Students

- a. Faculty: Discussion of availability of faculty to support the program, including information about the hiring of new staff and faculty and/or reassignments of existing personnel (instructional deployment).
- b. Students: Any unique requirements for admission to the program (e.g., portfolio review), plans for recruiting students, projection of the availability of qualified students and demand for program and anticipated employment or advanced study opportunities for graduates of the program.

4. Impact on Resources

- a. Describe any special tuition or fees to be charged. Note: A separate proposal needs to be submitted to the Tuition and Fee Committee if the academic unit is seeking a special tuition or fee for a program. Attach documentation and timeline. If tuition and fees changes are required to implement this proposal, tuition and fee approvals must be secured prior to Board approval of the program proposal.
- b. If a graduate program, describe potential sources for student support.
- c. Projected enrollments, student credit hours, and degrees to be granted over each of the first five years, by campus or site.
- d. Anticipated short- and long-term effects on other university programs, including increased or decreased demand for courses or services, loss or addition of students, student support, library, or computing resources, etc. An analysis of the impact on the school/college's overall financial and space resources, including office, laboratory, and classroom space, must be included.

5. Assessment

- a. List the student learning outcomes (program-level).

⁹ If 50% or more of a degree program will be offered at a non-Temple location not already approved as an additional location by Middle States, the university's institutional accrediting body, a substantive change application is required. Contact Jodi Levine Laufgraben jodih@temple.edu to discuss this process.

- b. Include, as an appendix, a curriculum map outlining how the required courses align with the student learning outcomes.
 - c. Provide examples of the direct and indirect assessments that may be used to assess student learning at the program level (e.g., capstone projects assessed with a rubric, licensure rates).
 - d. Describe what will be considered evidence of student success.
6. Peer, Aspirant or Competitor Programs (if this is an emerging field in which Temple will be a leader, please specify)
- a. List regional, peer or aspirant institutions with like programs.
 - b. List regional, national or international competition.
7. Audience and Market
- a. Will this program attract new student populations? If so, what are the potential new audiences?
 - b. What is the current market for this program?
 - c. What are some planned recruitment and marketing strategies to launch the program?
 - d. What market analysis was conducted in preparation of this proposal? Include reports or summary of information collected.
8. Consultations and approvals
- a. What is the relationship or disciplinary overlap of this program with programs in your school/college or other Temple schools/colleges?
 - i. How is this program different from existing programs in this general area?
 - ii. What other programs, departments and schools and colleges did you consult with during the development of this proposal?¹⁰
 - iii. If your program requirements include courses offered in other schools/colleges, did you consult with that unit(s) regarding availability of sections?
 - b. Indicate which collegial committees reviewed, endorsed or approved proposal as required by the policies of the school/college.
 - c. If applicable, discuss how the proposal relates to visiting team recommendations from the most recent periodic program review.
 - d. If applicable, describe any implications for accreditation.

¹⁰ Academic program proposals are posted on the [Temple Review of Academic Programs and Courses \(TRAC\) site](https://sites.temple.edu/trac) (sites.temple.edu/trac). Any school or college can raise a concern if they feel the proposed program is equivalent to or overlaps with an existing program or is outside the disciplinary expertise of the proposing unit. Units are *strongly encouraged* to consult with other units if a proposal is interdisciplinary in nature or may overlap with an existing Temple program.