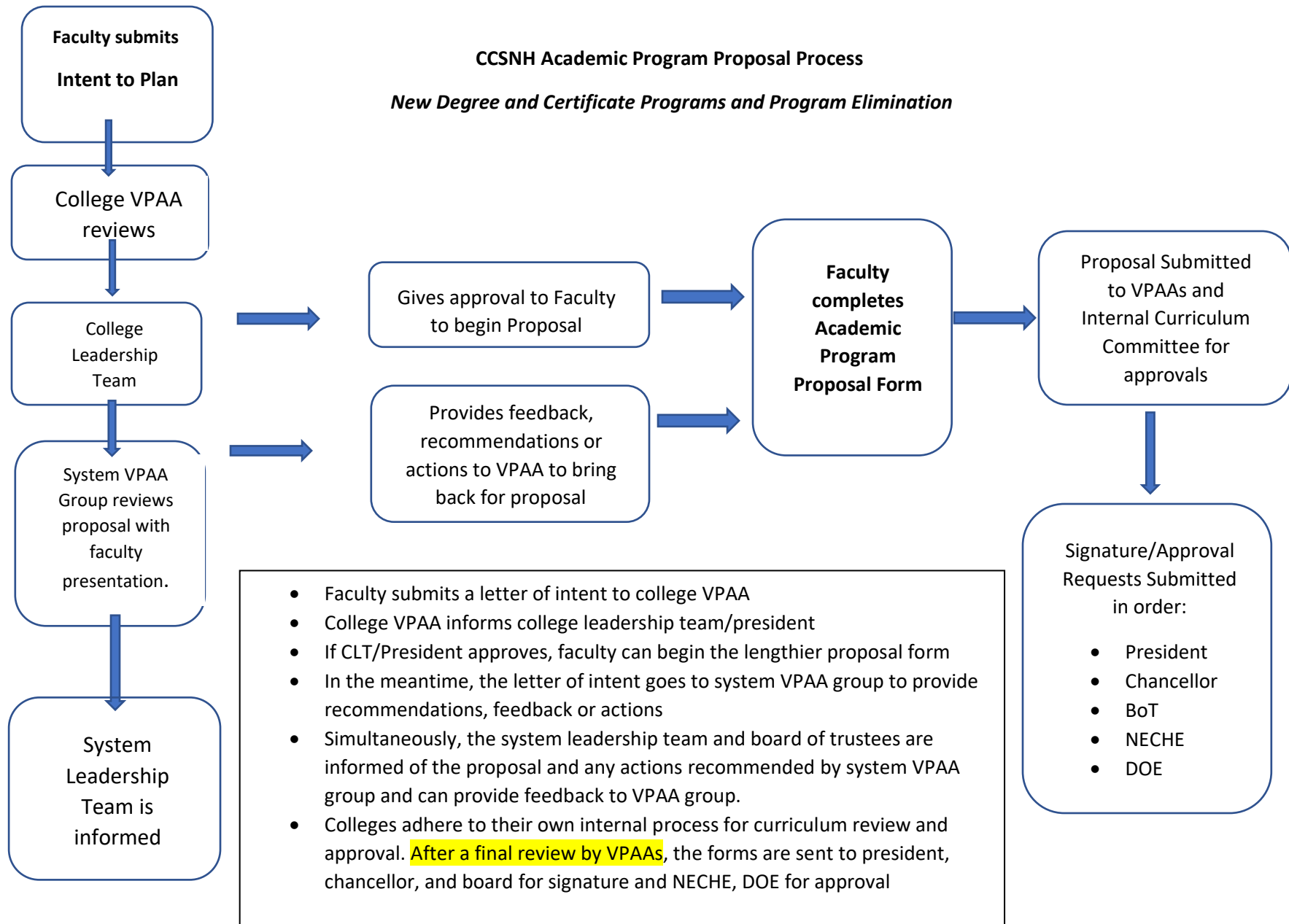
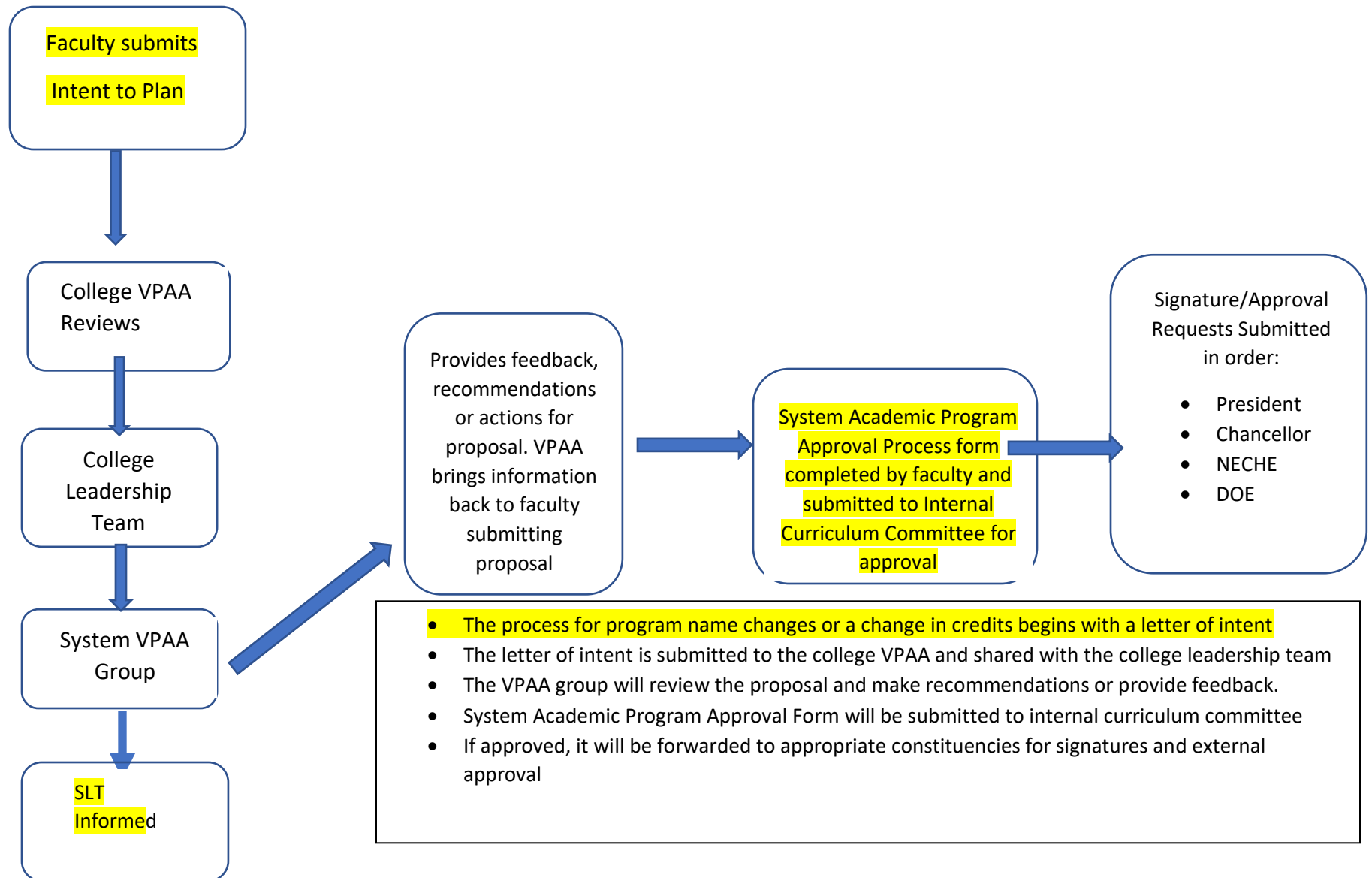


CCSNH Academic Program Proposal Process
New Degree and Certificate Programs and Program Elimination



CCSNH Academic Program Proposal Process
Program Name Change and Change in Credits



Curriculum Approval Grid

	VPAA Group Review Letter of Intent	System Leadership Team (SLT) Informed*	VPAA Group Recommend	Chancellor Approval	Student Success Committee	Board of Trustees Approval	NECHE Letter - Created by System Office	PPA Update - Requesting Approval (can take 3-4 months)
New Associate Degree	✓	✓	✓	✓	✓ Approval	✓	-	
Degree Name Change	✓	✓		✓			-	
Degree Credit Change	✓	✓		✓			-	
Degree Elimination	✓	✓		✓	✓ Approval	✓	-	
New Certificate	✓	✓	✓	✓	✓ FYI		✓ cc: FA Director	
Certificate Name Change	✓	✓		✓			✓ cc: FA Director	✓
Certificate Credit Change	✓	✓		✓			✓ cc: FA Director	✓
Certificate Elimination	✓	✓		✓	✓ FYI		✓ Financial Aid Letter Only	✓

*The VPAA Committee Chair will provide a list of curriculum updates for new or eliminated degree or certificates discussed at the VPAA level. The list will be provided to the assistant to the Chancellor and Board of Trustees for communication at System Leadership Team meetings.

New England Commission of Higher Education (NECHE)

- The Program Participation Agreement (PPA) provides blanket approval for all associate degrees; NECHE letters are not required for individual degree program proposals that are covered under this blanket agreement.
- The Program Participation Agreement (PPA) does not provide the same coverage for certificate programs, so we must list certificate program changes individually and supply NECHE letters indicating system approval of individual certificate program proposals.
- A NECHE letter is not needed when a certificate is eliminated. The Commission views that process as on-going academic renewal, so as long as enrolled students were allowed to complete their program, there is no need to notify NECHE of a program elimination.
- When a certificate has been on "pause" for more than 1-year it will be eliminated and need to go through the curriculum process again to reinstate financial aid eligibility.

To be done by Campus once proposal has completed all steps for approval

- Update the website accordingly
- Send information to Registrar
- Update Banner/Degree Works
- VPAA verifies [CIP](#) and [SOC](#) codes

Notifications for a new degree

1. The VPAA Group will forward a position on the new proposal to the host college via college VPAA. Should the intent to plan be approved through the VPAA Group, notification will be provided to the host campus and to the System Leadership Team (SLT).
2. The SLT will review the intent to plan and provide any further feedback to the VPAA Group and will notify the Board of Trustees (BOT) Student Success Committee of the approval of the intent to plan a degree.
3. The VPAA of the respective college (*program faculty may be invited to participate*) will present the finalized proposal to the VPAA Group for final review and recommendations.
4. The VPAA of the respective college will request the Chancellor's approval.
5. President or designee of the respective college will present the proposal to the BOT Student Success Committee. Should the Student Success Committee endorse the new program, the proposal is then forwarded to the BOT with a recommendation for approval by the full Board.
6. VPAA (or whoever is creating the proposal) should recommend both a CIP and SOC code for the new program.

Notifications for a new certificate

1. The VPAA Group will forward a position on the new proposal to the host college via college VPAA. Should the intent to plan be approved through the VPAA Group, notification will be provided to the host campus and to the SLT.
2. The SLT will review the intent to plan and provide any further feedback to the VPAA Group and will notify the BOT Student Success committee of the approval of the intent to plan a certificate program.
3. The VPAA of the respective college (*program faculty may be invited to participate*) will present the finalized proposal to the VPAA Group for final review and recommendations.
4. The VPAA of the respective college will request the Chancellor's approval.
5. The Chancellor will provide a NECHE letter to the President, and System Financial Aid Director, and cc Chief Operating Officer (COO).
6. VPAA (or whoever is creating the proposal) should recommend both a CIP and SOC code for the new program.

Notifications for program elimination

1. The VPAA Group will forward a position on the program elimination to the SLT.
2. The VPAA of the respective college will request the Chancellor's approval.
3. President or designee of the respective college will present the proposal to the Student Success Committee. Should the Student Success Committee endorse the elimination, the proposal is then forwarded to the BOT with a recommendation for approval by the full Board.
4. The BOT approves or denies the degree program elimination request.
5. Only the Chancellor's approval is required for the elimination of Certificate or Professional Certificate programs.
6. The Chancellor will provide a Financial Aid letter to the President of the respective college for Certificate or Professional Certificate programs only.

Notifications for program name change

1. The VPAA Group will provide feedback and a position on the name change to both the host college and the SLT.
2. The VPAA of the respective college will request the Chancellor's approval.
3. Only the Chancellor's approval is required for a program name change.
4. The Chancellor will provide a NECHE letter to the President of the respective college for Certificate or Professional Certificate programs only.

Notifications for program credit change

1. The VPAA Group will provide feedback and a position on the credit change to both the host college and the SLT.
2. The VPAA of the respective college will request the Chancellor's approval.
3. Only the Chancellor's approval is required for a program credit change.
4. The Chancellor will provide a NECHE letter to the President of the respective college for Certificate or Professional Certificate programs only.