

DCTC Policy 3.47 Program Approval

Part 1. Policy Statement.

A program or major shall be approved by the Board of Trustees before it is offered by the College.

Approval by the Board requires that the program or major proposal demonstrates:

- a. need and appropriate location(s) to address unmet student and occupational demand;
- b. resource sufficiency, i.e., capability of the system and institution(s) to provide necessary human, physical, and financial resources to support the program or major; and
- c. mission relevance, i.e., contribution to the institutional and system missions.

The College shall include information on transfer of credit in applications for new programs. A program or major may be approved with conditions, e.g., a specified termination date. The Board may rescind approval for new programs that do not enroll students within 18 months from the date of board approval.

Reference; Minnesota State 3.14

The College shall submit to the Chancellor or designee for approval prior to implementation of all program redesigns that affect the approved name, CIP code, addition or deletion of related program alternatives, award conferred, or program credit length when the change exceeds the maximum or fails to meet the minimum program credit lengths set by Board policy. Prior approval is not required for changes in program credit length when the change is within the limits established by Board policy.

The College shall provide prior notice to the Chancellor or designee of all changes in programs' credit length.

Reference: Minnesota State 3.19

The College shall submit for approval by the Chancellor or designee program replications and/or relocations when:

1. the replication or relocation affects an existing agreement between institutions;
2. the new location is in the same program service area or within a reasonable commute of a similar program offered by another Minnesota State institution; or
3. the relocation is from one college to another college.

The College shall notify the Chancellor or designee of the intent to replicate or relocate a program at least three months prior to the beginning of the classes at the new location.

Part 2. Definitions.

Program or major: A combination of courses and experiences for credit leading to a degree, diploma, or certificate and designed to accomplish objectives such as 1) preparation for advanced study, 2) qualification for an occupation or range of occupations, and/or 3) increase of knowledge and understanding in an area. A program or major must be offered by the college. Accomplishment of program objectives requires a set of structured learning experiences, defined by the college, which constitutes a major or is certified by a credential.

At end:

Related Documents:

- Minnesota State 3.14
- Minnesota State 3.19

Responsible Administrator: <Administrator's Title>

Policy History:

Date of Adoption:

Last Revision Date: 05/30/2017

Date most recent policy revisions go into effect: 05/30/2017

Date and Subject of Revisions:

05/30/2017 - Updated title and history