

# Academic Guidelines

---

**Academic and Student Affairs**

**3825 Ridgewood Road  
Jackson, Mississippi 39211  
Phone: (601) 432-6501**

**MISSISSIPPI  
INSTITUTIONS OF HIGHER LEARNING**

**Amended November 2020**

# Table of Contents

Registered Nursing Education Programs in Mississippi.....	<a href="#">3</a>
IHL as State Regulatory Authority for Registered Nursing Education Programs .....	<a href="#">4</a>
Degree Programs.....	<a href="#">5</a>
Accreditation Reporting (General) .....	<a href="#">6</a>
Accreditation Reporting (No Professional Accreditation).....	<a href="#">7</a>
Academic Productivity Review .....	<a href="#">8</a>
New Academic Program Audit.....	<a href="#">9</a>
Establishment of New Degree Programs .....	<a href="#">10</a>
Modifications to Existing Degree Programs.....	<a href="#">11</a>
Implementation of Distance Learning Programs .....	<a href="#">13</a>
Off-Campus Academic Programs .....	<a href="#">14</a>
Establishment or Modification of Certificate Programs .....	<a href="#">15</a>
Degrees to be Conferred and Graduation Candidate List .....	<a href="#">16</a>
Academic Units.....	<a href="#">17</a>
Establishment of New Academic Units .....	<a href="#">18</a>
Modifications to Existing Academic Units.....	<a href="#">19</a>
Organizational Charts .....	<a href="#">20</a>
Tenure .....	<a href="#">21</a>
Post-Tenure Review .....	<a href="#">22</a>
Tenure Report .....	<a href="#">23</a>
Appendices.....	<a href="#">25</a>

[Appendix 1: Definitions](#)

[Appendix 2: Classification of Instructional Programs \(CIP\) Codes](#)

[Appendix 3: Accreditation Reporting Form](#)

[Appendix 4: Assessment of Non-Professionally Accredited Degree Programs](#)

[Appendix 5: Academic Productivity Review Proposal](#)

[Appendix 6: New Academic Program Audit](#)

[Appendix 8: New Degree Program Proposal](#)

[Appendix 9a: Modifications to Existing Degree Program Proposal \(Renaming\)](#)

[Appendix 9b: Modifications to Existing Degree Program Proposal \(Consolidation\)](#)

[Appendix 9c: Modifications to Existing Degree Program Proposal \(Suspension or Deletion\)](#)

[Appendix 10: Report of Intent to Offer an Existing Degree Program by Distance Learning](#)

[Appendix 11: Off-Campus Academic Programs Reporting Form](#)

[Appendix 12: New Academic Unit Proposal](#)

[Appendix 13a: Modifications to Existing Academic Unit Proposal \(Renaming\)](#)

[Appendix 13b: Modifications to Existing Academic Unit Proposal \(Reorganization\)](#)

[Appendix 13c: Modifications to Existing Academic Unit Proposal \(Deletion\)](#)

[Appendix 14: Institutional Post-Tenure Review Reporting Form](#)

[Appendix 15: Tenure Reporting Form](#)

[Appendix 16: Intent to Offer, Modify, or Delete Certificate Program](#)

[Appendix 17a: Degrees to be Conferred](#)

[Appendix 17b: List of Graduation Candidates' Names](#)

[Appendix 18: 2021 Deadlines for Academic Affairs Reports](#)

# **Registered Nursing Education Programs in Mississippi**

## **IHL as State Regulatory Authority for Registered Nursing Education Programs**

**Report due to IHL:** October 1<sup>st</sup>

**Template(s) and Format(s):** Please refer to Annual Nursing Report guidelines

The Board of Trustees of State Institutions of Higher Learning (Board) is empowered and required by the State Legislature (Miss. Code [1991 Supp.] § 37-129-1, et seq.) to (a) establish by rules and regulations and promulgate uniform standards for accreditation of schools of nursing in the State of Mississippi (i) in so far as concerns the eligibility of graduates of such schools to take the examination prescribed by law to become registered nurses authorized to practice the profession of nursing as registered nurses in Mississippi, and (ii) in so far as concerns student nurses attending such schools being eligible to participate in any student nurse scholarship programs or other program of assistance now existing or hereafter established by legislative enactment. The Board is required to issue to such Schools of Nursing upon an annual basis certificates of accreditation as may be proper under such standards.

### **It is expected that all Nursing Education Degree Programs:**

- Will consult with the State Director of Nursing Education during the planning phase of nursing education program proposals, including unit/program/certificate requests, modifications, suspensions, deletion, and substantive changes; and
- Will meet mandatory State nursing accreditation standards;
- Will have achieved and maintained or be in the process of achieving nursing accreditation by one of the two national, non-profit accrediting bodies, Accreditation Commission for Education in Nursing (ACEN) and Commission on Collegiate Nursing Education (CCNE).

### ***Processes for Registered Nursing Education Degree Programs at IHL:***

1. Annual Nursing Report data is due by October 1<sup>st</sup> each year. The Board of Trustees will receive the Institutional Accreditation Report as information at the May meeting.
2. Annual recommendations for accreditation for Schools of Nursing are presented by OASA to the Board of Trustees at the May meeting. Recommendations are based on annual report data, outcome of accreditation site visits and other issues that occur during the year.
3. Contact the State Director of Nursing Education during the planning phase of proposing changes to any aspect of the nursing education program. Substantive changes may only require review/approval by OASA.
4. Once appropriate institutional approval has been received, the proposed changes shall be submitted for review and approval by the Office of Academic and Student Affairs before being submitted for approval to the Board of Trustees (if required).
5. Refer to the state nursing standards and procedures available on the IHL Nursing Education website for additional guidance:
  - a. Mississippi Nursing Degree Programs Accreditation Standards
  - b. Mississippi Nursing Degree Programs Accreditation Standards Procedure Manual

# Degree Programs

## Accreditation Reporting (General)

**Report due to IHL:** August 31<sup>st</sup> (or first workday after the 31<sup>st</sup> when it falls on a weekend)

**Template:** [Appendix 3 – Accreditation Reporting Form](#)

**File Types to Submit to IHL:** PDF format with signatures

Board Policy 507 requires institutions to maintain regional accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and to actively seek accreditation for all programs for which professional accreditation is available.

### **It is expected that the institutions:**

- Will submit to the Commissioner of Higher Education a copy of any letter received from an accrediting body stating formal action taken by the body;
- Will make available to the Commissioner of Higher Education any documents including site visit reports and other documents commonly included as part of the accreditation process;
- Will submit to the Commissioner of Higher Education a copy of the Compliance Certification Report and Quality Enhancement Plan submitted in connection with SACSCOC accreditation review (electronically if available);
- Will notify the Commissioner of Higher Education of all site visits by accreditation agencies;
- Will make a copy of any specialized accrediting agency self-study documents at the request of the Commissioner of Higher Education or Board; and
- Will give the Commissioner of Higher Education or designee an opportunity to meet with the accreditation committee and/or participate in the exit conference at the request of the accrediting agency.

Additionally, institutions are to annually report to the Office of Academic and Student Affairs each accreditation visit or change in any accreditation status between July 1<sup>st</sup> and June 30<sup>th</sup>.

### ***Process***

1. An institution shall submit one electronic copy of the *Appendix 3 - Accreditation Reporting Form* to the Director of Accreditation, Office of Academic and Student Affairs by August 31<sup>st</sup>.
2. The information will be placed on the September agenda of the Chief Academic Officer's Council meeting.
3. The Associate Commissioner of Academic and Student Affairs will apprise the Commissioner of the information.
4. The Board of Trustees will receive the Institutional Accreditation Report as information at the October meeting.

## Accreditation Reporting (No Professional Accreditation)

**Report due to IHL:** Periodic Review TBD each year

**Template:** [Appendix 4 – Assessment of Non-Professionally Accredited Degree Programs](#)

**File Type to Submit to IHL:** PDF format with signatures

Periodic reviews of academic degree programs which have accreditation through professional accreditation agencies will have those reviews stand for a qualitative program review; however, the institution shall conduct a qualitative program review on a ten-year cycle for those academic degree programs which have no professional accreditation agency.

The assessment should serve to guide development of individual programs and to inform administrators making decisions about the allocation of resources. The essential elements of the program review shall include:

- Evaluation of the quality and productivity of the program;
- Evaluation of the success of the program in fulfilling its mission as defined by its internal strategic planning process;
- Evaluation of the program's contribution to the University's mission; and
- Recommendations for the program's improvement.

### *Process*

1. The Associate Commissioner of Academic and Student Affairs will provide a list of the non-professional accredited degree programs that are to be reviewed at the February meeting of the Chief Academic Officers.
2. The institution will conduct a qualitative program review on a ten-year cycle for those academic degree programs which have no professional accreditation agency.
3. The university shall submit one electronic copy and one paper copy of the *Appendix 4 - Assessment of Non-Professionally Accredited Degree Programs* to the Office of Academic and Student Affairs (OASA) no later than 30 days following the completion of the qualitative program review.
4. The submissions will be evaluated by OASA.
5. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the submission no later than 30 days following the qualitative program review submission.
6. The Board of Trustees will receive a Non-Professional Accredited Degree Programs Report on the Information Agenda at the October meeting.



## Academic Productivity Review

**Report due to IHL (if applicable):** August 31<sup>st</sup> (or first workday after the 31<sup>st</sup> when it falls on a weekend)

**Template:** [Appendix 5 – Academic Productivity Review Proposal](#)

**File Type to Submit to IHL:** PDF format with signatures

**Second report due to IHL (if applicable):** December 1<sup>st</sup> of the next academic year

**No Template**

**File Type to Submit to IHL:** PDF of report/memo with signatures

The Board reviews the productivity of academic programs in order to ensure effective use of State resources, reduce unnecessary academic program duplication among universities, and eliminate unproductive programs. Academic Productivity Review (APR) is triggered by the insufficiency of graduation rates as below:

- Baccalaureate Level – Graduation of eighteen (18) students over a three-year period;
- Master’s Level – Graduation of twelve (12) students over a three-year period;
- Specialist’s Level – Graduation of five (5) students over a three-year period; and
- Doctorate Level – Graduation of five (5) students over a three-year period.

For degree programs that offer more than one degree option at the same level, the Office of Academic and Student Affairs (OASA) will aggregate data for all options at that level (e.g. BA/BS, MA/MFA, or EdD/PhD) before quantitative standards for productivity are applied. Baccalaureate degree programs with two-digit CIP codes 16, 23, 26, 27, 40, and 54 will be exempt from graduation of eighteen students over a three-year period as these degree programs offer courses essential to completion of the general education core.

If the program does not meet the rates above, the program will be automatically placed on stipulation and will be deleted from the API unless the university submits an *Academic Productivity Review Proposal* which provides a sufficient justification and corrective action plan and meets the standard within two (2) years.

New baccalaureate degree programs shall have seven (7) years to meet the graduation rate. Master’s and specialist’s degree programs shall have five (5) years to meet the graduation rates. Doctorate programs shall have six (6) years to meet graduation rate.

### ***Process***

1. OASA will begin the annual APR in January. Any program not meeting the standards for student demand triggers a further review.
2. OASA will notify the university in March of any program not meeting the standards for student demand.
3. By August 31<sup>st</sup>, the university shall submit to OASA one electronic copy of the *Appendix 5 - Academic Productivity Review Proposal* for each program not meeting the standards for student demand OR the *Modifications to an Existing Degree Program Proposal (Appendix 9 B or C)* in order to consolidate, suspend, or delete the degree program.
4. The submissions will be evaluated by OASA.

5. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the institution's submissions in September. The recommendation may include:
  - a. Continue the degree program without stipulations;
  - b. Continue the degree program for a two-year period with stipulations\* including completion of an annual report of progress towards productive status; or
  - c. Delete the degree program.
6. The Board of Trustees will act upon any Associate Commissioner of Academic and Student Affairs' recommendations on the Regular or Consent Agenda at the October meeting.

**\*For programs under stipulation, annual reports are due by December 1 in the academic year following action by the Board (i.e. if the Board approves continuing the program with stipulations in October, then the 1<sup>st</sup> annual report is due December 1 of the next year.**

## **New Academic Program Audit**

**Report due to IHL (if applicable):** July 15<sup>th</sup> (or first workday after the 15<sup>th</sup> when it falls on a weekend)  
**Template:** [Appendix 6 – New Academic Program Audit](#)  
**File Types to Submit to IHL:** PDF format with signatures

All academic degree programs are subject to systematic review by the Office of Academic and Student Affairs (OASA). Moreover, recently approved programs and other select programs may be subject to more frequent reviews. The audit of recently approved academic programs ensures that the program outcomes are congruent with the Board-approved proposal.

### ***Process***

1. OASA will begin the systematic audit of recently approved academic programs by informing chief academic officers in March of the academic programs that will be audited at their respective institutions.
2. Institutions shall submit a copy of the *Appendix 6 - New Academic Program Audit Proposal* to the Office of Academic and Student Affairs by mid-July.
3. The submissions will be evaluated by OASA. If deemed necessary by OASA, a campus visit may be scheduled to acquire additional information on the progress of the program.
4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the degree program in August.

NOTE: The *Authorization to Plan (Appendix 7)* was deleted in March 2020.

# Establishment of New Degree Programs

**Report due to IHL:** As needed by institution ([Appendix 18](#) contains deadlines)

**Template:** [Appendix 8 – New Degree Program Proposal](#)

**File Types to Submit to IHL:** PDF format with signatures

New degree program requests are considered by the Board of Trustees at five (5) Board meetings: February, April, June, October, and November.

*When required by SACSCOC guidelines for substantive change*, institutions must adhere to SACSCOC procedures for proper notification and/or approval. New degree programs that are substantive changes will not be added to the Academic Program Inventory and institutions are prohibited from admitting students until the Office of Academic and Student Affairs receives documentation that the program has been included in the scope of the institution’s accreditation.

When approved by the Board of Trustees and there are no substantive change limitations for admitting students, a new degree program shall enroll students within two academic years of approval. If the program has not enrolled students by the end of the second academic year, Board approval is rescinded, and the program will be deleted from the Academic Program Inventory.

## **It is expected that all new degree programs:**

- Will be consistent with the role and mission of the institution;
- Will be considered only when all university degree programs within that discipline have professional accreditation (if available) and have met the minimum standards of productivity;
- Will be considered only when professional accreditation will be sought for this program (if available);
- Will require no more than 124 credit hours towards graduation if the request is for an undergraduate program, unless it meets the standard for exception;
- Will be consistent with the curricula of similar programs in this discipline and will meet any licensing or certification needs;
- Will meet local, state, regional, and national educational, societal, or cultural needs;
- Will not be unnecessarily duplicative of other programs within the System;
- Will be funded through documented resources; and
- Will include procedures for program effectiveness.

## ***Process***

1. A university requesting a new degree program shall submit one electronic copy of the *Appendix 8 - New Degree Program Proposal* to the OASA two months prior to the Board meeting at which action is expected.
2. Request for new degree programs will be evaluated by OASA during the two months prior to the Board meeting at which action is expected and placed on the agenda of the Chief Academic

Officer's Council meeting one month prior to the Board meeting at which action is expected.

3. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the requests for a new degree program during the month prior to the Board meeting at which action is expected.
4. If the Associate Commissioner of Academic and Student Affairs renders a positive decision, the requests for modification to an existing academic degree program will be placed on the Board of Trustees' Regular or Consent agenda.

## **Modifications to Existing Degree Programs**

**Report due to IHL:** As needed by institution ([Appendix 18](#) contains deadlines)

**Templates:** Appendices [9a](#), [9b](#), or [9c](#) – Modification to Existing Degree Program Proposal ([Renaming](#), [Consolidation](#), and [Suspension or Deletion](#))

**File Types to Submit to IHL:** PDF format with signatures

Modifications to existing degree program requests are considered by the Board of Trustees at five (5) Board meetings: February, April, June, October, and November. This type of request includes any renaming, consolidation, suspension, or deletion of a degree program. (Changes to Classification of Instructional Programs (CIP) codes require no formal action by the Board of Trustees but rather require the approval of the Associate Commissioner of Academic and Student Affairs.)

**It is expected that all *renaming* of existing degree programs:**

- Will be consistent with the role and mission of the institution;
- Will be consistent with the curriculum of the present program; and
- Will not be unnecessarily duplicative of other programs within the System.

**It is expected that all *consolidations* of existing degree programs:**

- Will be consistent with the role and mission of the institution;
- Will be considered only when all university degree programs within that discipline have professional accreditation (if available) and have met the minimum standards of productivity;
- Will be considered only when professional accreditation will be sought for this program (if available);
- Will require no more than 124 credit hours towards graduation if the request is for an undergraduate program unless it meets the standard for exception;
- Will be consistent with the curricula of similar programs in this discipline and will meet any licensing or certification needs;
- Will meet local, state, regional, and national educational, societal, or cultural needs;
- Will not be unnecessarily duplicative of other programs within the System; and

- Will include procedures for program effectiveness.

**It is expected that all *suspensions* of existing degree programs:**

- Will be consistent with the role and mission of the institution; and
- Will affect a minimum number of students and faculty.

NOTE: The suspension of a program means that the program remains an authorized program at the institution, but new students are not permitted to enroll. A program may be suspended, without obtaining Board approval, for a period not to exceed three academic years and may subsequently be reinstated by the institution within that period. However, OASA must be advised of such actions. If the program has not been reactivated by the end of the third academic year, the program will be deleted from the Academic Program Inventory.

**It is expected that all *deletions* of existing degree programs:**

- Will be consistent with the role and mission of the institution; and
- Will affect a minimum number of students, faculty, and staff.

***Process***

1. A university requesting modifications to an existing degree program shall submit one electronic copy of the *Modifications to an Existing Degree Program Proposal (Appendices 9a, 9b, or 9c)* to the OASA two months prior to the Board meeting at which action is expected.
2. Request for modifications to an existing degree program will be evaluated by OASA during the two months prior to the Board meeting at which action is expected and placed on the agenda of the Chief Academic Officer's Council meeting one month prior to the Board meeting at which action is expected.
3. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the requests for modifications to an existing degree program during the month prior to the Board meeting at which action is expected.
4. If the Associate Commissioner of Academic and Student Affairs renders a positive decision, the requests for modification to an existing academic degree program will be placed on the Board of Trustees' Consent agenda.

# Implementation of Distance Learning Degree Programs

**Report due to IHL:** As needed by institution ([Appendix 18](#) contains deadlines)

**Template:** [Appendix 10 – Report of Intent to Offer an Existing Degree Program by Distance Learning](#)

**File Types to Submit to IHL:** PDF format with signatures

Intent to Offer, Modify, or Delete Distance Learning Programs are presented as information to the Board of Trustees at all regular Board meetings: January, February, March, April, May, June, August, October, and November. All distance learning programs shall be in accord with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation* and Southern Regional Education Board *Principles of Good Practice*. Unless otherwise provided, all Board and university policies, standards, and guidelines for on- and off-campus instruction apply to distance learning. (If the distance learning program is a new degree program rather than an extension of a degree program already approved by the Board of Trustees, a *New Degree Program Proposal* must be completed.)

## **It is expected that all distance learning degree programs:**

- Will be consistent with the role and mission of the institution;
- Will be considered only when all university degree programs within that discipline have professional accreditation (if available) and have met the minimum standards of productivity;
- Will be considered only when professional accreditation will be sought for this program (if available);
- Will require no more than 124 credit hours towards graduation if the request is for an undergraduate program unless it meets the standard for exception;
- Will be consistent with the curricula of similar programs in this discipline and will meet any licensing or certification needs;
- Will meet local, state, regional, and national educational, societal, or cultural needs;
- Will not be unnecessarily duplicative of other programs within the System;
- Will be funded through documented resources;
- Will include procedures for program effectiveness; and
- Will take into account Board Policy 201.0507 (especially, sections D, E, and I).

## ***Process***

1. A university requesting to offer a degree program by distance learning shall submit one electronic copy of the *Appendix 10 - Intent to Offer an Existing Degree Program by Distance Learning* to the Office of Academic and Student Affairs (OASA).
2. The Report will be evaluated by OASA.
3. The Report will be placed on the agenda of the Chief Academic Officer's Council meeting.
4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the Report.

5. The Board of Trustees will receive the *Report of Intent* on the Information Agenda at the appropriate meeting.

## Off-Campus Academic Programs

**Report due to IHL:** August 1<sup>st</sup> (or first workday after the 1<sup>st</sup> when it falls on a weekend)

**Template:** [Appendix 11 – Off-Campus Academic Programs Reporting Form](#)

**File Types to Submit to IHL:** PDF format with signatures

Off-campus academic programs are defined as those programs that are delivered partially or entirely away from an IHL university campus and the mode of delivery involves a physical presence of IHL faculty or staff providing instruction away from a university campus location. This does not include distance learning degree programs.

### *Process*

1. A university shall submit one copy of the *Appendix 11 - Off-Campus Academic Programs Reporting Form* to the Office of Academic and Student Affairs (OASA) by August 1<sup>st</sup>.
2. The OASA will maintain a listing of off-campus academic programs and location(s) where these programs are offered.
3. The report will be placed on the August agenda of the Chief Academic Officer's Council meeting.
4. The Board of Trustees will receive the *Off-Campus Academic Programs Report* the Information Agenda at the September meeting.

## Establishment or Modification of Certificate Programs

**Report due to IHL:** As needed by institution ([Appendix 18](#) contains deadlines)

**Template:** [Appendix 16 – Intent to Offer, Modify, or Delete Certificate Program](#)

**File Types to Submit to IHL:** PDF format with signatures

Establishment or modifications of Certificate Programs are presented as information to the Board of Trustees at all regular Board meetings: January, February, March, April, May, June, August, October, and November. The establishment or modification of certificate programs require no formal action by the Board of Trustees; however, the Associate Commissioner of Academic and Student Affairs should be informed of any certificate programs that carry academic credit in order that the programs are placed on the Academic Program Inventory.

### All certificate programs should follow the guidelines below:

- Certificate programs shall be consistent with the mission of the institution.
- Certificate programs shall be consistent with degree programs offered by the institution.
- Certificate programs shall require students to meet admission requirements of the institution.
- Certificate programs shall not exceed the level of courses offered by the institution.
- Certificate programs shall be greater than 9 but no more than 59 semester hours.
- Institutions offering certificate programs will maintain enrollment and completion data as part of the students' record.
- Certificate programs are submitted to the Office of Academic and Student Affairs.

### *Process*

1. A university establishing, modifying, or deleting a certificate program shall submit one electronic copy of the *Appendix 16 - Intent to Offer, Modify, or Delete a Certificate Program* to the Office of Academic and Student Affairs (OASA). If the Report is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.
2. The Report will be evaluated by OASA.
3. The Report will be placed on the agenda of the Chief Academic Officer's Council meeting.
4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the Report.
5. The Board of Trustees will receive the *Certificate Program Intent* on the Information Agenda at the appropriate meeting.



## Degrees to be Conferred and Graduation Candidate List

**May Reports due to IHL:** May 1<sup>st</sup> (or first workday after the 1<sup>st</sup> when it falls on a weekend)

**August Reports due to IHL:** June 1<sup>st</sup> and August 1<sup>st</sup> (or first workday after the 1<sup>st</sup> when it falls on a weekend)

**December Reports due to IHL:** November 5<sup>th</sup> (or first workday after the 5<sup>th</sup> when it falls on a weekend)

**Templates:** [Appendix 17a – Degrees to be Conferred](#) and [Appendix 17b – List of Graduation Candidates' Names](#)

**File Types to Submit to IHL:** Word or Excel Format

### *Process*

1. A university shall submit *Appendix 17a – Degrees to be Conferred* by May 1<sup>st</sup> for spring graduation, June 1<sup>st</sup> for summer graduation, and November 5<sup>th</sup> for fall graduation.
2. A university shall submit *Appendix 17b – List of Graduation Candidates' Names* by May 1<sup>st</sup> for spring graduation, August 1<sup>st</sup> for summer graduation, and November 5<sup>th</sup> for fall graduation. (Note: This report was submitted to the Commissioner's Office until 2020 and will be submitted to OASA beginning in 2021.)
3. The Board of Trustees will receive the request for approval of candidates on the Consent Agenda at the following meetings: May Board meeting for spring graduation, June Board meeting for summer graduation, and November Board meeting for fall graduation.

# **Academic Units**

## Establishment of New Academic Units

**Report due to IHL:** As needed by institution ([Appendix 18](#) contains deadlines)

**Template:** [Appendix 12 – New Academic Unit Proposal](#)

**File Types to Submit to IHL:** PDF format with signatures

Modifications to existing degree program requests are considered by the Board of Trustees at five (5) Board meetings: February, April, June, October, and November. This type of request includes any new departments, schools, colleges, centers, and institutes.

### **It is expected that all new academic units:**

- Will be consistent with the role and mission of the institution;
- Will be considered only when all degree programs within the proposed unit have professional accreditation (if available) and have met the minimum standards of productivity (if professional accreditation is not available);
- Will not result in the expansion of the institution's academic degree program inventory;
- Will be consistent with the academic unit structures of peer institutions; and
- Will be funded through documented resources.

### ***Process***

1. A university requesting a new academic unit shall submit one electronic copy and one paper copy of the *New Academic Unit Proposal* to the Office of Academic and Student Affairs (OASA) two months prior to the Board meeting at which action is expected. If the proposal is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.
2. New academic unit requests will be evaluated by OASA during the two months prior to the Board meeting at which action is expected.
3. New academic unit requests will be placed on the agenda of the Chief Academic Officer's Council meeting one month prior to the Board meeting at which action is expected.
4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the new academic unit request during the month prior to the Board meeting at which action is expected.
5. The Associate Commissioner of Academic and Student Affairs will make a recommendation to the Commissioner during the month prior to the Board meeting at which action is expected.
6. The Commissioner will make a recommendation to the Board of Trustees in the respective month at which action is expected.
7. If the Commissioner renders a positive decision, the requests for modification to an existing academic degree program will be placed on the Board of Trustees' Regular or Consent agenda.

## Modifications to Existing Academic Units

**Report due to IHL:** As needed by institution ([Appendix 18](#) contains deadlines)

**Templates:** Appendices [13a](#), [13b](#), or [13c](#) – Modifications to Existing Academic Unit Proposal  
([Renaming](#), [Reorganization](#), or [Deletion](#))

**File Types to Submit to IHL:** PDF format with signatures

Modifications to existing academic unit requests are considered by the Board of Trustees at five (5) Board meetings: February, April, June, October, and November. This type of request includes any renaming, reorganization, or deletion of departments, schools, colleges, centers and institutes.

### **It is expected that all *renaming* and *reorganization* of existing academic units:**

- Will be consistent with the role and mission of the institution;
- Will be considered only when all degree programs within the proposed unit have professional accreditation (if available) and have met the minimum standards of productivity (if professional accreditation is not available);
- Will not result in the expansion of the institution's academic degree program inventory;
- Will be consistent with the academic unit structures of peer institutions; and
- Will be funded through documented resources.

### **It is expected that all *deletions* of existing academic units:**

- Will be consistent with the role and mission of the institution; and
- Will affect a minimum number of students, faculty, and staff.

### ***Process***

1. A university requesting to modify an existing academic unit shall submit one electronic copy and one paper copy of the *Modifications to an Existing Academic Unit Proposal* (Appendices 13a, 13b, or 13c) to the Office of Academic and Student Affairs (OASA) two months prior to the Board meeting at which action is expected. If the proposal is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.
2. Requests for modifications to an existing academic unit will be evaluated by OASA during the two months prior to the Board meeting at which action is expected.
3. Requests for modifications to an existing academic unit will be placed on the agenda of the Chief Academic Officer's Council meeting one month prior to the Board meeting at which action is expected.
4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the requests for modifications to an existing academic unit during the month prior to the Board meeting at which action is expected.
5. The Associate Commissioner of Academic and Student Affairs will make a recommendation to

the Commissioner during the month prior to the Board meeting at which action is expected.

6. The Commissioner will make a recommendation to the Board of Trustees in the respective month at which action is expected.
7. If the Commissioner renders a positive decision, the requests for modification to an existing academic degree program will be placed on the Board of Trustees' Consent agenda.

## **Organizational Charts**

<b>Report due to IHL:</b> August 1 <sup>st</sup> (or first workday after the 1 <sup>st</sup> when it falls on a weekend) <b>No Template</b>
--

Board Policy 301.0803 requires institutions to maintain current organizational charts with the Board.

### **It is expected that these charts:**

- Will identify academic positions down to the department head level; and
- Will identify non-academic positions down to two (2) levels.

### ***Process***

A university shall submit one electronic copy of the *Institutional Organizational Chart* to the Office of Academic and Student Affairs (OASA) annually by August 1<sup>st</sup>.

# Tenure

# Post-Tenure Review

**Report due to IHL:** July 15<sup>th</sup> (or first workday after the 15<sup>th</sup> when it falls on a weekend)

**Template:** [Appendix 14 – Institutional Post-Tenure Review Reporting Form](#)

**File Types to Submit to IHL:** PDF format with signatures

For tenured faculty, the outcomes of the annual performance review are determined by post-tenure review policy. If overall performance is satisfactory or better, faculty remain in the regular annual performance review process. If the performance of a tenured faculty member is found to be unsatisfactory during a specified timeframe, the faculty member is required to enter a faculty development plan.

The faculty development plans are developed collaboratively by the faculty member, peers and administrators of the unit. The plans state goals with monitoring and benchmarks.

## **Failure to meet plan objectives leads to sanctions which may include:**

- Reassignment of Duties;
- Revocation of Tenure;
- Reduction in Academic Rank and Salary;
- Involuntary Leave; and/or
- Termination of Employment.

## **Each institution shall have post-tenure review policies and procedures:**

- Consistent with the institution's mission and priorities;
- Linked to annual review policies and procedures. Institutional post-tenure review policies and procedures may require a periodic review of all tenured faculty, a review of individual faculty triggered by one or more unsatisfactory annual reviews, or a combination of periodic and triggered reviews;
- Providing for systematic and comprehensive assessments of performance, peer involvement in the post-tenure review process, and opportunities for faculty development;
- Specifying the consequences of unsatisfactory performance, including termination of service as provided in Board of Trustees Policy 403.0104; and
- Providing for appeals by aggrieved faculty.

## ***Process***

1. A university shall annually submit one paper copy of the *Appendix 14 - Institutional Post-Tenure Review Reporting Form* for the preceding academic year to the Office of Academic and Student Affairs by July 15<sup>th</sup>. If the form is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.
2. The information will be sent to the Chief Academic Officer's Council in August.

3. The Associate Commissioner of Academic and Student Affairs will apprise the Commissioner of the information.
4. The Board of Trustees will receive the Post Tenure Review Report on the Information Agenda at the August meeting (Board Policy 401.0103).

NOTE: Board Policy 407.01 mandates that all faculty must be evaluated annually. Based on data submitted in the yearly *Institutional Post-Tenure Review Reporting Form*, if a tenured faculty member did not receive an annual evaluation, explain why the annual evaluation did not occur in the comments section of the yearly *Institutional Post-Tenure Review Reporting Form*.

## Tenure Report

**Report due to IHL:** July 15<sup>th</sup> (or first workday after the 15<sup>th</sup> when it falls on a weekend)

**Template:** [Appendix 15 – Tenure Reporting Form](#)

**File Types to Submit to IHL:** PDF format with signatures

OASA will compile tenure reports to document the tenure success rate for tenure-track faculty at each IHL institution.

### *Process*

1. A university shall submit annually one copy of the *Appendix 15 - Tenure Reporting Form* to OASA by July 15<sup>th</sup>. If the form is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.
2. The information will be sent to the Chief Academic Officer's Council in July.
3. The Associate Commissioner of Academic and Student Affairs will apprise the Commissioner of the information.
4. The Board of Trustees will receive the Tenure Report on the Information Agenda at the August meeting.

Note: For a specific yearly tenure report, institutions should report faculty that received tenure **from within the cohort of tenure-track faculty hired in the appropriate academic year** (see next page).



**Hired**  
(Academic Year)

**Received Tenure**  
(Year Tenure Approved by Board)

2014-2015	2020
2015-2016	2021
2016-2017	2022
2017-2018	2023
2018-2019	2024
2019-2020	2025
2020-2021	2026
2021-2022	2027
2022-2023	2028
2023-2024	2029
2024-2025	2030

# Appendices

## Appendix 1: Definitions

### **Academic Program Inventory**

The Classification of Instructional Programs Edition 2020 (CIP) is used to classify all degree programs into major discipline divisions. Currently, there are 33 CIP codes used within the System's Academic Program Inventory (API).

Within the API, the discipline divisions are specified at the two-digit CIP code level and the degree programs are represented at the six-digit CIP code level. The API includes all degree programs which have been approved by the Board for implementation at the respective universities.

A degree program is a course of study with a prescribed set of requirements which a student must complete. It is identified by a specific degree title and a specific major subject matter area. The name of the major must reflect accurately the skills, competencies, and knowledge to be attained in the course of studies.

### **Distance Learning**

Distance learning may be defined as “institutionally based formal education where the learning group is separated and where interactive communications systems are used to connect instructors, learners, and resources” (*The Quarterly Review of Distance Education*) or “the acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance” (*United States Distance Learning Association*).

A synchronous learning environment supports live, two-way oral and/or visual communications between the instructor and the student (constrained by time but not place) while an asynchronous learning environment is when communication between the instructor and the student is not real-time (constrained by neither time nor place).

Presently, a course is considered a distance learning course when at least 50% of the course is available via technology-based instruction while a program is considered to be a distance learning program when at least 50% of the program is available via technology-based instruction.

### **Academic Organizational Structure**

Colleges and Schools are the “macro” organizational entity for collections of academic units. Their budgets are generally large, and the academic head of a college is generally a dean.

Departments are the primary academic, operational, and administrative organizational units. Departments are organized around common and similar academic areas, and generally command notable budgets. Faculty numbers could range from small to large (twenty or more faculty).

Centers and institutes with Extensive Scope and Outreach (ESO) are broadly focused administrative entities having larger numbers of faculty and staff associated with them. The budgets for ESO centers or institutes are generally large and the activities of these administrative units are often multi-institutional, serve larger geographical regions across the state and beyond, and involve more colleagues, often from several distinct academic and professional fields. Each ESO organizational entity has at least a statewide mission, and they often connect to several Mississippi institutions as well as agencies outside of Mississippi.

Centers and institutes with Limited Scope and Outreach (LSO) are narrowly focused administrative entities having few faculty and staff associated with them. The budgets for LSO centers or institutes are generally small and the activities of these administrative units are often primarily within a single university. The outreach of this type of center or institute usually involves only the single university where the unit is housed, appropriate professional organizations, and local communities.

## Appendix 2: Classification of Instructional Programs (CIP) Codes

The Classification of Instructional Programs Edition 2020 (CIP) is used to classify all degree programs into major discipline divisions. Currently, the 33 codes used within the System are:

<b>Classification of Instructional Programs Edition 2020</b>	
<b>Code</b>	<b>Title</b>
01.	Agriculture/Animal/Plant/Veterinary Science and Related Fields
03.	Natural Resources and Conservation
04.	Architecture and Related Services
05.	Area, Ethnic, Cultural, and Gender Studies
09.	Communication, Journalism, and Related Programs
11.	Computer and Information Sciences and Support Services
12.	Culinary, Entertainment, and Personal Services
13.	Education
14.	Engineering
15.	Engineering/Engineering-Related Technologies/Technicians
16.	Foreign Languages, Literatures, and Linguistics
19.	Family and Consumer Sciences/Human Sciences
22.	Legal Professions and Studies
23.	English Language and Literature/Letters
24.	Liberal Arts and Sciences, General Studies and Humanities
25.	Library Science
26.	Biological and Biomedical Sciences
27.	Mathematics and Statistics
29.	Military Technologies and Applied Sciences
30.	Multi/Interdisciplinary Studies
31.	Parks, Recreation, Leisure, Fitness, and Kinesiology
38.	Philosophy and Religious Studies
40.	Physical Sciences
41.	Science Technologies/Technicians
42.	Psychology
43.	Homeland Security, Law Enforcement, Firefighting and Related Protective Services
44.	Public Administration and Social Service Professions
45.	Social Sciences
49.	Transportation and Materials Moving
50.	Visual and Performing Arts
51.	Health Professions and Related Programs
52.	Business, Management, Marketing, and Related Support Services
54.	History

Note: CIP Codes include undergraduate and graduate programs.

### Appendix 3: Accreditation Reporting Form – July 1 through June 30

(Submit Appendix 3 in PDF format with signatures)

<i>Area</i>	<i>Accreditation Agency</i>	<i>Date of Visit or Notification of Status Change</i>	<i>Reason for Visit or Status Change</i>	<i>Institutional Action</i>	<i>Accreditation Agency Action</i>
<b>Institutional; College; School; Degree Program(s); etc.</b>	National Organization; State Department; etc.	Month, Year	Initial Accreditation; Continuing accreditation; Continuing State Department of Education Approval; etc.	Rejoinder; Progress Report; Substantive Change Form; Prospectus; etc.	<b>Accreditation for __ years (20__); Continuing accreditation for __ years (20__); Results pending; No additional reporting required before next affirmation; etc.</b>
<b>Examples:</b>					
<b>College of Business</b>	Association of Collegiate Business Schools and Programs (ACBSP)	September 2020	Continuing Accreditation	Periodic Report	<b>Approved accreditation through 2021</b>
<b>College of Education Teacher Education Program</b>	Mississippi Department of Education (MDE)	April 2021	Continuing State Department of Education Annual Process and Performance Review	No Action	<b>No additional reporting required before next affirmation</b>
<b>College of Education and Human Development</b>	National Council for Accreditation of Teacher Education (NCATE)	November 2020	Continuing accreditation	Rejoinder	<b>Approved accreditation through 2026</b>
<b>Nursing DNP</b>	Southern Association of Colleges & Schools Commission on Colleges (SACS-COC)	March 2021	Continuing Accreditation	Substantive Change	<b>Report Accepted</b>

**Special Education  
(Gifted Education  
MEd)**

Council for  
Exceptional  
Children (CEC)

August 2020

Continuing  
Accreditation

2<sup>nd</sup> Response to  
Conditions Report

**Approved  
accreditation  
through 2020**

---

**Chief Academic Officer Signature - Date**

---

**Institutional Executive Officer Signature - Date**

**Appendix 4: Assessment of Non-Professionally Accredited Degree Programs**  
(Submit Appendix 4 in PDF format with signatures)

**Institution:**

**Date of Implementation:**

**Annual Program Budget Amount:**

**Program Title as Appears on Academic Program Inventory, Diploma, and Transcript:**

**Six-digit CIP Code & Four-digit Sequence Code:**

CIP & Sequence codes: [IHL Active Program Inventory](#)

**Degree(s) Awarded:**

**Credit Hour Requirements:**

**Responsible Academic Unit(s):**

**Institutional Contact:**

**Phone:**

**Email:**

**Number of Students Graduated in Last Six Years:**

**Number of Graduates Expected in Next Six Years:**

**Year One**

**Year One**

**Year Two**

**Year Two**

**Year Three**

**Year Three**

**Year Four**

**Year Four**

**Year Five**

**Year Five**

**Year Six**

**Year Six**

**Total**

**Total**

**Attach a copy of the following:**

1. Evaluation of the quality and productivity of the program;
2. Evaluation of the success of the program in fulfilling its mission as defined by its internal strategic planning process;
3. Evaluation of the program's contribution to the University's mission; and
4. Recommendations for the program's improvement.

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**



**Appendix 5: Academic Productivity Review Proposal**  
(Submit Appendix 5 in PDF format with signatures)

**Institution:**

**Date of Implementation:**

**Annual Program Budget Amount:**

**Program Title as Appears on Academic Program Inventory, Diploma, and Transcript:**

**Six-digit CIP Code &  
Four-digit Sequence Code:**

CIP & Sequence codes: [IHL Active Program Inventory](#)

**Degree(s) Awarded:**

**Credit Hour Requirements:**

**Responsible Academic Unit(s):**

**Institutional Contact:**

**Phone:**

**Email:**

**Number of Students Graduated in Last Three Years:**

**Number of Graduates Expected in Next Three Years:**

Year One

Year One

Year Two

Year Two

Year Three

Year Three

Total

Total

**Program Summary (Include second majors completed, if applicable.):**

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**

**Institution:**

1. Is this program furthering the mission of your institution? If so, how? (Note if this program is helping meet priorities/goals of your strategic plan.)
  
2. If this program does not meet the productivity standards, then why does the institution want to keep it?
  - 2A. Does this program provide curriculum support to other fields? If so, please identify and describe the relationship between these programs. (Include annual credit hour production in your response.)
  
  - 2B. Is this program helping meet local, state, regional, and national educational and cultural needs? Describe.
  
  - 2C. Is this program promoting economic development and/or promoting intellectual capital within the State? If so, how?
  
  - 2D. Will deleting this program save money? Please explain.
  
3. Is this program duplicative of other programs within the System? If so, how?
  
4. Is this program advancing student diversity within the discipline? If so, how?
  
5. Describe the strategies the university will take to increase student demand for this program with timeline.

**Appendix 6: New Academic Program Audit**  
(Submit Appendix 6 in PDF format with signatures)

**Institution:**

**Date of Implementation:**

**Annual Program Budget Amount:**

**Program Title as Appears on Academic Program Inventory, Diploma, and Transcript:**

**Six-Digit CIP Code:**

**Degree(s) Awarded:**

**Credit Hour Requirements:**

**Responsible Academic Unit(s):**

**Institutional Contact:**

**Phone:**

**Email:**

**Number of Students Enrolled in Last Four Years:**

**Number of Graduates Expected in Next Four Years:**

Year One

Year One

Year Two

Year Two

Year Three

Year Three

Year Four

Year Four

Total

Total

**Program Summary:**

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**

**Institution:**

1. Have you met enrollment projections for this program? Are current revenues meeting the needs of the program? Describe any plans to further advance the program.
2. What is the current budget for this program? Describe and explain any budgetary concerns.
3. Are the number of faculty sufficient to meet SACSCOC and external accreditation agency standards? Where does the program stand in relation to professional accreditation?

**Appendix 8: New Degree Program Proposal**  
 (Submit Appendix 8 in PDF format with signatures)

**Institution:**

**Date of Implementation:**

**Incremental, Six-Year Cost of Implementation:**

**Incremental, Six-Year Per Student Cost of Implementation:**

**Will it attract new students to the university?**

Yes  No

**Potential Six-Year, New Revenue:**

**Potential New, Six-Year Revenue Per Student:**

**Program Title as will Appear on Academic Program Inventory, Diploma, and Transcript:**

**Six-Digit CIP Code:**

**Name of Degree(s) to be Awarded:**

**Total Credit Hour Requirements to earn the degree:**

**List any institutions within the state offering similar programs:**

**Responsible Academic Unit(s):**

**Institutional Contact:**

**Phone:**

**Email:**

Check one of the boxes below related to SACSCOC Substantive Changes.

Proposed Program is Not a Substantive Change

Proposed Program is a Substantive Change

**Number of Students Expected to Enroll in First Six Years:**

**Number of Graduates Expected in First Six Years:**

Year One

Year One

Year Two

Year Two

Year Three

Year Three

Year Four

Year Four

Year Five

Year Five

Year Six

Year Six

Total

Total

**Program Summary:**

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**

**Institution:**

1. Describe how the degree program will be administered including the name and title of person(s) who will be responsible for curriculum development and ongoing program review.
2. Describe the educational objectives of the degree program including the specific objectives of any concentrations, emphases, options, specializations, tracks, etc.
3. Describe any special admission requirements for the degree program including any articulation agreements that have been negotiated or planned.
4. Describe the professional accreditation that will be sought for this degree program. If a SACSCOC visit for substantive change will be necessary, please note.
5. Describe the curriculum for this degree program including the recommended course of study (appending course descriptions for all courses) and any special requirements such as clinical, field experience, community service, internships, practicum, a thesis, etc.
6. Describe the faculty who will deliver this degree program including the members' names, ranks, disciplines, current workloads, and specific courses they will teach within the program. If it will be necessary to add faculty in order to begin the program, give the desired qualifications of the persons to be added.
7. Describe the library holdings relevant to the proposed program, noting strengths and weaknesses. If there are guidelines for the discipline, do current holdings meet or exceed standards?
8. Describe the procedures for evaluation of the program and its effectiveness in the first six years of the program, including admission and retention rates, program outcome assessments, placement of graduates, changes in job market need/demand, ex-student/graduate surveys, or other procedures.
9. What is the specific basis for determining the number of graduates expected in the first six years?

10. Using expected enrollment, provide the total anticipated budget for the program including implementation and 5 subsequent years (total of 6 years) of operation; any anticipated direct, indirect, and incremental costs necessary to start the program; anticipated, incremental annual revenue based on student enrollment; and other sources of funding.

Year	Incoming Students	Total Enrollment	Start-Up Costs	A Additional Annual Costs	B Additional Annual Revenue	C Non-Tuition Revenue	A – (B+C) Differential
2017-2018							
2018-2019							
2019-2020							
2021-2022							
2022-2023							
2023-2024							
TOTAL							

Please explain what has been included in the costs and revenues.

Start-Up Costs: one-time costs associated with offering this program

Direct, Incremental Costs: additional annual costs to the university as a result of offering this program

Incremental Revenue: additional annual revenue assuming that this program will bring in new students paying full tuition

Non-Tuition Revenue: external funds, grants, contracts or other revenues attributable to the addition of this program

Differential: all revenues minus all costs

11. Program Demand: Select one or both of the following to address student demand:

A. Survey of Student Interest

Number of surveys administered. . . . . \_\_\_\_\_  
 Number of completed surveys returned. . . . . \_\_\_\_\_  
 Percentage of students interested in program. . . . . \_\_\_\_\_

Include a brief statement that provides additional information to explain the survey.

B. Market Analysis or Evidence of Labor Market Need

[Please limit to approximately 500 words; place your Market Analysis or Evidence of Labor Market Need here.]

12. Employment Opportunities for Graduates (state, region, nation):

[Please limit to approximately 300 words; place projected graduate employment information here.]

**Appendix 9a: Modifications to Existing Degree Program Proposal (Renaming)**  
(Submit Appendix 9a in PDF format with signatures)

**Institution:**

**Date of Implementation:**

**Present 6-Digit CIP Code(s) & 4-Digit  
Sequence Code(s):**

**New 6-Digit CIP Code:**

CIP & Sequence codes: [IHL Active Program Inventory](#)

**Present Program Title(s) as Appear(s) on Academic Program  
Inventory, Diploma, and Transcript:**

**New Program Title as will Appear on Academic Program  
Inventory, Diploma, and Transcript:**

**Degree(s) to be Awarded:**

**Credit Hour Requirements:**

**List any institutions within the state offering similar programs:**

**Responsible Academic Unit(s):**

**Institutional Contact:**

**Phone:**

**Email:**

**Number of Students Enrolled in Last Six Years:**

**Number of Graduates Expected in Next Six Years:**

**Year One**

**Year One**

**Year Two**

**Year Two**

**Year Three**

**Year Three**

**Year Four**

**Year Four**

**Year Five**

**Year Five**

**Year Six**

**Year Six**

**Total**

**Total**

**Program Summary:**

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**



**Institution:**

1. Describe how the proposed modification fits within the mission of the institution.
2. Is this modification unnecessarily duplicative of other programs within the System?
3. Describe the anticipated institutional impact including any research efforts associated with this program.
4. Are there any anticipated budget savings associated with the proposed modification?
5. Are there any changes to the educational objectives of the degree program associated with the proposed modification?
6. Are there any changes to the curriculum of the degree program associated with the proposed modification?
7. Describe how the proposed modification will affect program faculty.
8. Describe the evaluation process which led to the request for the proposed modification.

## Appendix 9b: Modifications to Existing Degree Program Proposal (Consolidation)

(Submit Appendix 9b in PDF format with signatures)

**Institution:**

**Date of Implementation:**

**Present 6-Digit CIP Code(s) & 4-Digit  
Sequence Code(s):**

**New 6 Digit CIP Code:**

CIP & Sequence codes: [IHL Active Program Inventory](#)

**Present Program Title(s) as Appear(s) on Academic Program  
Inventory, Diploma, and Transcript:**

**New Program Title as will Appear on Academic Program  
Inventory, Diploma, and Transcript:**

**Degree(s) to be Awarded:**

**Credit Hour Requirements:**

**List any institutions within the state offering similar programs:**

**Responsible Academic Unit(s):**

**Institutional Contact:**

**Phone:**

**Email:**

**Number of Students Collectively Enrolled in Last Six Years in  
Programs to be Consolidated:**

**Number of Graduates Expected in Next Six Years in Newly  
Consolidated Program:**

Year One

Year One

Year Two

Year Two

Year Three

Year Three

Year Four

Year Four

Year Five

Year Five

Year Six

Year Six

Total

Total

**Program Summary:**

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**

**Institution:**

1. Describe how the proposed modification fits within the mission of the institution.
2. Is this modification unnecessarily duplicative of other programs within the System?
3. Describe the anticipated institutional impact including any research efforts associated with this program.
4. Are there any anticipated budget savings associated with the proposed modification?
5. Are there any changes to the educational objectives of the degree program associated with the proposed modification?
6. Are there any changes to the curriculum of the degree program associated with the proposed modification?
7. Describe how the proposed modification will affect program faculty.
8. Describe the evaluation process which led to the request for the proposed modification.

**Appendix 9c: Modifications to Existing Degree Program Proposal ( Suspension or  Deletion)**  
(Submit Appendix 9c in PDF format with signatures)

**Institution:**

**Date of Implementation for  
Suspension/Deletion:**

**Number of Students Presently Enrolled:**

**Number of Faculty Affected:**

**Program Title as Appears on Academic Program Inventory, Diploma, and Transcript:**

**6-Digit CIP Code(s) & 4-Digit  
Sequence Code(s):**

CIP & Sequence codes: [IHL Active Program Inventory](#)

**Degree(s) Awarded:**

**Credit Hour Requirements:**

**List any institutions within the state offering similar programs:**

**Responsible Academic Unit(s):**

**Institutional Contact:**

**Phone:**

**Email:**

**Reason for Request:**

**Effect on Institutional Role and Mission (For deletion, what is the impact on accreditation or other academic programs?):**

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**

**Appendix 10: Report of Intent to Offer an Existing Degree Program by Distance Learning**  
(Submit Appendix 10 in PDF format with signatures)

**Institution:**

**Date of Initial Program Approval:**

**Date of Implementation:**

**Cost to Offer by Distance Learning:**

**Program Title as It Appears on Academic Program Inventory, Diploma, and Transcript:**

**Six-Digit CIP Code(s) &  
Four-Digit Sequence Code(s):**

CIP & Sequence codes: [IHL Active Program Inventory](#)

**Degree(s) to be Awarded:**

**Credit Hour Requirements:**

**Can this program be completed entirely online?**  Yes  No

**Will this program require separate admission from those offered on-campus?**  Yes  No

**Responsible Academic Unit(s):**

**Institutional Contact:**

**Phone:**

**Email:**

**Number of Students Expected to Enroll in First Six Years:**

**Number of Graduates Expected in First Six Years:**

Year One

Year One

Year Two

Year Two

Year Three

Year Three

Year Four

Year Four

Year Five

Year Five

Year Six

Year Six

Total

Total

**Program Summary:**

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**

**Appendix 11: Off-Campus Academic Programs Reporting Form**  
(Submit Appendix 11 in PDF format with signatures)

**Institution:** \_\_\_\_\_ **Year:** \_\_\_\_\_

\_\_\_\_\_ **Academic Degree Program** \_\_\_\_\_

<b>CIP</b>	<b>Degree</b> <i>(BS, MS, etc.)</i>	<b>Program Name</b>	<b>Location</b>	<b>Hours*</b>
------------	--	---------------------	-----------------	---------------

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**

\*Report the number of hours delivered at the location

**Appendix 12: New Academic Unit Proposal**  
(Submit Appendix 12 in PDF format with signatures)

**Institution:**

**Unit Title:**

**Unit Location:**

**Unit Head:**

**Phone:**

**Email:**

**Institutional Contact:**

**Phone:**

**Email:**

**Date of Implementation:**

**Six Year Cost of Implementation:**

**Total Number of Faculty/Total Number of New Faculty:**

**Total Number of Staff/Total Number of New Staff:**

**Organizational Units Operating under Proposed Unit:**

**Degree Programs Offered within Proposed Unit:**

**Reason for Request:**

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**

**Institution:**

1. Does the proposed unit further the mission of your institution? If so, how? (Note if this unit is helping meet priorities/goals of your strategic plan.)
2. Describe how the proposed unit will be administered including the name and title of person(s) who will be responsible for the proposed unit.
3. Will the addition of the proposed unit result in the expansion of the institution's academic degree program inventory?
4. Will it be necessary to add faculty and staff to operate the proposed unit? If so, give the desired qualifications of the persons to be added, a timetable for adding new faculty and staff, and the cost associated.
5. Will the organization of this unit be consistent with the academic unit structures of peer institutions?
6. Provide organizational charts showing the present administrative scheme and the proposed administrative scheme. (Names of persons are not required)
7. Provide a budget with justification for the proposed unit with itemized expenditures during each of the first six years including estimates of any new costs to the institution related to the proposed unit and any sources of the funding that will defray those costs.



**Appendix 13a: Modifications to Existing Academic Unit Proposal (Renaming)**  
(Submit Appendix 13a in PDF format with signatures)

**Institution:**

**Present Unit Title:**

**New Unit Title:**

**Unit Location:**

**Institutional Contact:**

**Phone:**

**Email:**

**Date of Implementation:**

**Six Year Cost of Implementation:**

**Organizational Units Operating under Unit:**

**Degree Programs Offered within Unit:**

**Reason for Request:**

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**

**Institution:**

1. Does the proposed modification further the mission of your institution? If so, how? (Note if this unit is helping meet priorities/goals of your strategic plan.)
2. Will the proposed modification change the administration of the unit? If so, describe how the proposed unit will be administered including the name and title of person(s) who will be responsible for the proposed unit.
3. Will the proposed modification result in the expansion of the institution's academic degree program inventory?
4. Will the proposed modification make it necessary to add faculty and staff to operate the proposed unit? If so, give the desired qualifications of the persons to be added, a timetable for adding new faculty and staff, and the cost associated.
5. Is the proposed modification consistent with the academic unit structures of peer institutions?
6. Provide organizational charts showing the present administrative scheme and the proposed administrative scheme. (Names of persons are not required)
7. Describe the evaluation process which led to the request for the proposed modification.

**Appendix 13b: Modifications to Existing Academic Unit Proposal (Reorganization)**  
(Submit Appendix 13b in PDF format with signatures)

**Institution:**

**Present Unit Title(s):** **New Unit Title:**

**Present Unit Location(s):** **New Unit Location:**

**Unit Head:** **Institutional Contact:**  
**Phone:** **Phone:**  
**Email:** **Email:**

**Date of Implementation:** **Six Year Cost of Implementation:**

**Total Number of Faculty/Faculty Displaced:** **Total Number of Staff/Staff Displaced:**

**Organizational Units to Operate under Unit:**

**Reason for Request:**

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**

**Institution:**

1. Does the proposed modification further the mission of your institution? If so, how? (Note if this unit is helping meet priorities/goals of your strategic plan.)
  
2. Will the proposed modification change the administration of the unit? If so, describe how the proposed unit will be administered including the name and title of person(s) who will be responsible for the proposed unit.
  
3. Will the proposed modification result in the expansion of the institution's academic degree program inventory?
  
4. Will the proposed modification make it necessary to add faculty and staff to operate the proposed unit? If so, give the desired qualifications of the persons to be added, a timetable for adding new faculty and staff, and the cost associated.
  
5. Is the proposed modification consistent with the academic unit structures of peer institutions?
  
6. Provide organizational charts showing the present administrative scheme and the proposed administrative scheme. (Names of persons are not required)
  
7. Describe the evaluation process which led to the request for the proposed modification.

**Appendix 13c: Modifications to Existing Academic Unit Proposal (Deletion)**  
(Submit Appendix 13c in PDF format with signatures)

**Institution:**

**Unit Title:**

**Unit Location:**

**Date of Implementation:**

**Institutional Contact:**

**Phone:**

**Email:**

**Effect on Institutional Role and Mission:**

**Total Number of Students Displaced:**

**Total Number of Faculty Displaced:**

**Total Number of  
Staff Displaced:**

**Organizational Units Operating under Unit:**

**Degree Programs Offered within Unit:**

**Reason for Request:**

\_\_\_\_\_  
**Chief Academic Officer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Institutional Executive Officer Signature**

\_\_\_\_\_  
**Date**

**Appendix 14: Institutional Post-Tenure Review Reporting Form**  
 (Submit Appendix 14 in PDF format with signatures)

<b>Institution:</b>							<b>Academic Year:</b>					
College/School	Number of Full-time Faculty	Number of Full-time Faculty Receiving an Annual Review*	Number of Tenured Faculty	Institutional Trigger for Post Tenure Review (e.g., 2 consecutive annual unsatisfactory reviews)	Number of Tenured Faculty Triggering Post Tenure Review Process	Maximum Length of Faculty Development Plan	Number of Tenured Faculty in Faculty Development Plan			Number of Tenured Faculty Completing Development Plan		Number of Tenured Faculty Separated from Employment as a Result of the Post Tenure Review Process
							Year 1	Year 2	Year 3	Successfully	Unsuccessfully	

**Comments:**

\* If a full-time faculty member did not receive an annual evaluation since the last report, please explain why the annual evaluation did not occur.

---

\_\_\_\_\_  
 Chief Academic Officer Signature - Date

\_\_\_\_\_  
 Institutional Executive Officer Signature – Date

**Appendix 15: Tenure Reporting Form**  
 (Submit Appendix 15 in PDF format with signatures)

**Institution:**

College or School	Number Hired in the Appropriate Cohort Year <i>(see table page 17)</i>	Number that Applied for Tenure	Number Awarded Tenure	Percentage Awarded who Applied for Tenure	Number of Cohort Received Tenure	Percentage of Cohort Awarded Tenure
-------------------	--	--------------------------------	-----------------------	---	----------------------------------	-------------------------------------

Institutional Totals	Number Hired in the Appropriate Cohort Year <i>(see table page 17)</i>	Number that Applied for Tenure	Number Awarded Tenure	Percentage Awarded who Applied for Tenure	Number of Cohort Received Tenure	Percentage of Cohort Awarded Tenure
----------------------	--	--------------------------------	-----------------------	---	----------------------------------	-------------------------------------

\_\_\_\_\_  
 Chief Academic Officer Signature - Date

\_\_\_\_\_  
 Institutional Executive Officer Signature – Date





**Appendix 17a: Degrees to be Conferred**

**Number of Candidates by degree program and college (if applicable) and by academic level**  
 (Submit Appendix 17a in either Word or Excel Formats)

<b>Institution</b>	<b>Degree to be Conferred</b>	<b>Number</b>	<b>Subtotal</b>	<b>Total</b>	
<b>Alcorn State University</b>					
	<i>Undergraduate</i>				
	Bachelor of Science				
	Bachelor of Science in Nursing				
	Bachelor of Music				
	Bachelor of Arts				
	<i>Graduate</i>				
	Master of Arts in Teaching				
	Master of Business Administration				
	Master of Science in Agriculture				
	Master of Science in Applied Science and Technology				
	Master of Science in Biology				
	Master of Science in Biotechnology				
	Master of Science in Computer and Information Science				
	Master of Science in Elementary Education				
	Master of Science in Secondary Education				
	Master of Science in Workforce Education Leadership				
	Educational Specialist				
	<i>Total Undergraduate Degrees</i>				
	<i>Total Graduate Degrees</i>				
	<i>Total Degrees</i>				
<b>Delta State University</b>					
	<i>College of Arts and Sciences</i>				
	Bachelor of Arts				
	Bachelor of Applied Science				
	Bachelor of Fine Arts				
	Bachelor of Music Education				
	Bachelor of Science				
	Bachelor of Science in Education				
	Bachelor of Science in Social Justice & Criminology				
	Bachelor of Science in Interdisciplinary Studies				
	Bachelor of University Studies				
	<i>College of Business and Aviation</i>				
	Bachelor of Business Administration				
	Bachelor of Commercial Aviation				
	<i>College of Education and Human Sciences</i>				
	Bachelor of Arts				
	Bachelor of Science				
	Bachelor of Science in Education				
	<i>School of Nursing</i>				
	Bachelor of Science in Nursing				
	<i>School of Graduate Studies</i>				

<b>Institution</b>	<b>Degree to be Conferred</b>	<b>Number</b>	<b>Subtotal</b>	<b>Total</b>	
	Master of Arts in Liberal Studies				
	Master of Applied Science				
	Master of Arts in Teaching				
	Master of Business Administration				
	Master of Commercial Aviation				
	Master of Education				
	Master of Professional Accountancy				
	Master of Science in Sport and Human Performance				
	Master of Science in Community Development				
	Master of Science in Social Justice & Criminology				
	Master of Science in Natural Sciences				
	Educational Specialist				
	Doctor of Education				
	Doctor of Nursing Practice				
	<i>Total Undergraduate Degrees</i>				
	<i>Total Graduate Degrees</i>				
	<i>Total Degrees</i>				
<b>Jackson State University</b>					
	<i>Undergraduate</i>				
	Bachelor of Arts				
	Bachelor of Business Administration				
	Bachelor of Music				
	Bachelor of Music Education				
	Bachelor of Science				
	Bachelor of Science Education				
	Bachelor of Social Work				
	<i>Graduate</i>				
	Master of Arts				
	Master of Arts in Teaching				
	Master of Business Administration				
	Master of Music Education				
	Master of Professional Accountancy				
	Master of Public Health				
	Master of Public Policy and Administration				
	Master of Science				
	Master of Science in Education				
	Master of Social Work				
	Specialist in Education				
	Doctor of Education				
	Doctor of Philosophy				
	Doctor of Public Health				
	<i>Total Undergraduate Degrees</i>				
	<i>Total Graduate Degrees</i>				
	<i>Total Degrees</i>				
<b>Mississippi State University</b>					

<b>Institution</b>	<b>Degree to be Conferred</b>	<b>Number</b>	<b>Subtotal</b>	<b>Total</b>	
	<b><i>College of Agriculture and Life Sciences</i></b>				
	Bachelor of Science				
	Bachelor of Landscape Architecture				
	Master of Landscape Architecture				
	Master of Science				
	Doctor of Philosophy				
	<b><i>College of Architecture, Art, and Design</i></b>				
	Bachelor of Fine Arts				
	<b><i>College of Arts and Sciences</i></b>				
	Bachelor of Arts				
	Bachelor of Science				
	Bachelor of Applied Technology				
	Bachelor of Social Work				
	Master of Arts				
	Master of Science				
	Master of Public Policy and Administration				
	Doctor of Philosophy				
	<b><i>College of Business</i></b>				
	Bachelor of Business Administration				
	Master of Business Administration				
	Master of Science Information Systems				
	Doctor of Philosophy				
	<b><i>College of Education</i></b>				
	Bachelor of Music Education				
	Bachelor of Science				
	Master of Arts in Teaching				
	Master of Arts in Teaching Middle				
	Master of Arts in Teaching Secondary				
	Master of Arts in Teaching Special				
	Master of Science				
	Educational Specialist				
	Doctor of Philosophy				
	<b><i>College of Engineering</i></b>				
	Bachelor of Science				
	Master of Science				
	Doctor of Philosophy				
	<b><i>College of Forest Resources</i></b>				
	Bachelor of Science				
	Master of Science				
	Doctor of Philosophy				
	<b><i>School of Accountancy</i></b>				
	Bachelor of Accountancy				
	Master of Professional Accountancy				
	Master of Taxation				
	<b><i>College of Veterinary Medicine</i></b>				
	Master of Science				
	Doctor of Philosophy				

<b>Institution</b>	<b>Degree to be Conferred</b>	<b>Number</b>	<b>Subtotal</b>	<b>Total</b>	
	<i>Academic Affairs</i>				
	Bachelor of University Studies – C2C				
	<i>Total Undergraduate Degrees</i>				
	<i>Total Graduate Degrees</i>				
	<i>Total Degrees</i>				
<b>Mississippi University for Women</b>					
	<i>Undergraduate</i>				
	Bachelor of Applied Science				
	Bachelor of Art				
	Bachelor of Business Administration				
	Bachelor of Fine Art				
	Bachelor of Professional Studies				
	Bachelor of Science				
	Bachelor of Science in Nursing				
	<i>Graduate</i>				
	Master of Business Administration				
	Master of Education				
	Master of Fine Art				
	Master of Public Health				
	<i>Total Undergraduate Degrees</i>				
	<i>Total Graduate Degrees</i>				
	<i>Total Degrees</i>				
<b>Mississippi Valley State University</b>					
	<i>Undergraduate</i>				
	Bachelor of Arts				
	Bachelor of Science				
	Bachelor of Social Work				
	Bachelor of Music Education				
	<i>Graduate</i>				
	Master of Art				
	Master of Business Administration				
	Master of Art				
	<i>Total Undergraduate Degrees</i>				
	<i>Total Graduate Degrees</i>				
	<i>Total Degrees</i>				
<b>University of Mississippi</b>					
	<i>College of Liberal Arts</i>				
	Bachelor of Arts				
	Bachelor of Fine Arts				
	Bachelor of Music				
	Bachelor of Science				
	<i>School of Engineering</i>				
	Bachelor of Engineering				
	Bachelor of Science in Electrical Engineering				

<b>Institution</b>	<b>Degree to be Conferred</b>	<b>Number</b>	<b>Subtotal</b>	<b>Total</b>	
	Bachelor of Science in Mechanical Engineering				
	Bachelor of Science in Geology				
	<b><i>School of Education</i></b>				
	Bachelor of Arts in Education				
	<b><i>School of Business</i></b>				
	Bachelor of Business Administration				
	<b><i>School of Accountancy</i></b>				
	Bachelor of Accountancy				
	<b><i>School of Applied Sciences</i></b>				
	Bachelor of Arts in Parks and Recreation Administration				
	Bachelor of Science in Criminal Justice				
	Bachelor of Science in Exercise Science				
	Bachelor of Science				
	Bachelor of Social Work				
	Bachelor of Paralegal Studies				
	<b><i>School of Journalism and New Media</i></b>				
	Bachelor of Arts in Journalism				
	Bachelor of Science				
	<b><i>General Studies</i></b>				
	Bachelor of General Studies				
	Bachelor of University Studies				
	<b><i>Graduate School</i></b>				
	Master of Accountancy				
	Master of Arts				
	Master of Business Administration				
	Master of Criminal Justice				
	Master of Education				
	Master of Music				
	Master of Science				
	Master of Science in Exercise Science				
	Master of Social Work				
	Master of Taxation				
	Specialist in Education				
	Doctor of Education				
	Doctor of Philosophy				
	<b><i>Law School</i></b>				
	Juris Doctor				
	<b><i>Total Undergraduate Degrees</i></b>				
	<b><i>Total Graduate/Professional Degrees</i></b>				
	<b><i>Total Degrees</i></b>				
<b>University of Mississippi Medical Center</b>					
	<b><i>Undergraduate</i></b>				
	Bachelor of Science in Nursing				
	Bachelor of Science in Dental Hygiene				
	<b><i>Graduate/Professional</i></b>				
	Master of Health in Informatics and Information Management				

<b>Institution</b>	<b>Degree to be Conferred</b>	<b>Number</b>	<b>Subtotal</b>	<b>Total</b>	
	Master of Science				
	Master of Science in Nursing				
	Doctor of Nursing Practice				
	Doctor of Medicine				
	Doctor of Philosophy				
	<b><i>Total Undergraduate Degrees</i></b>				
	<b><i>Total Graduate/Professional Degrees</i></b>				
	<b><i>Total Degrees</i></b>				
<b>University of Southern Mississippi</b>					
	<b><i>College of Arts and Sciences</i></b>				
	Bachelor of Arts				
	Bachelor of Fine Arts				
	Bachelor of Interdisciplinary Studies				
	Bachelor of Liberal Studies				
	Bachelor of Music				
	Bachelor of Music Education				
	Bachelor of Science				
	Bachelor of University Studies				
	Master of Arts				
	Master of the Arts in Teaching of Language				
	Master of Music				
	Doctor of Musical Arts				
	Doctor of Philosophy				
	<b><i>College of Business and Economic Development</i></b>				
	Bachelor of Science				
	Bachelor of Science in Business Administration				
	Master of Business Administration				
	Master of Professional Accountancy				
	Master of Science				
	<b><i>College of Education and Human Sciences</i></b>				
	Bachelor of Arts				
	Bachelor of Science				
	Master of Arts				
	Master of Arts in Teaching				
	Master of Education				
	Master of Library and Information Science				
	Master of Science				
	Specialist in Education				
	Doctor of Education				
	Doctor of Philosophy				
	<b><i>College of Nursing and Health Professions</i></b>				
	Bachelor of Arts				
	Bachelor of Science				
	Master of Science in Nursing				
	Master of Public Health				
	Master of Science				

Institution		Degree to be Conferred	Number	Subtotal	Total	
		Master of Science in Nursing				
		Doctor of Philosophy				
	<i>Total Undergraduate Degrees</i>					
	<i>Total Graduate Degrees</i>					
	<i>Total Degrees</i>					
<b>System Total</b>						

**Appendix 17b: List of Graduation Candidates' Names**  
**Candidates' names by degree and college (if applicable) and by academic level**  
(Submit Appendix 17b in either Word or Excel Formats)

Name	Degree	College/School	Academic Level
Ex. Jane Doe	Bachelor of Arts	College of Liberal Arts	Undergraduate



## Appendix 18: 2021 Deadlines for Academic Affairs Reports

Board Month	Deadline	Report/Form
All Regular Meetings  January February March April May June August October November	Corresponding Deadlines  November 25, 2020 December 18, 2020 January 29, 2021 February 26, 2021 March 26, 2021 April 30, 2021 July 15, 2021 August 31, 2021 September 30, 2021	<ul style="list-style-type: none"> <li>• <b>Intent to Offer an Existing Degree Program by Distance Learning</b> - Appendix 10</li> <li>• <b>Intent to Offer, Modify, or Delete Certificate Program</b> - Appendix 16</li> </ul>
May (2021)	October 1, 2020	<ul style="list-style-type: none"> <li>• <b>Annual Nursing Data</b></li> </ul>
February April June October November	December 18, 2020 February 26, 2021 April 30, 2021 August 31, 2021 September 30, 2021	<ul style="list-style-type: none"> <li>• <b>New Degree Program Proposal</b> - Appendix 8</li> <li>• <b>Modifications to Existing Degree Program Proposal (Rename, Consolidate, Delete)</b> - Appendix 9a, 9b, 9c</li> <li>• <b>New Academic Unit Proposal</b> - Appendix 12</li> <li>• <b>Modifications to Existing Academic Unit Proposal (Rename, Consolidate, Delete)</b> - Appendix 13a, 13b, 13c</li> </ul>
May	May 3, 2021 (first workday of the month immediately following the 1 <sup>st</sup> )	<ul style="list-style-type: none"> <li>• <b>Approval of Degrees to be Conferred in May</b> (Two reports are required to be sent to OASA: (1) numbers of candidates by degree program and academic level and (2) list of candidates' names by degree program and academic level)</li> </ul>
August	June 1, 2021	<ul style="list-style-type: none"> <li>• <b>Approval of Degrees to be Conferred in August</b> (One report is required to be sent to OASA at this time: (1) numbers of candidates by degree program and academic level)</li> </ul>
August	July 15, 2021	<ul style="list-style-type: none"> <li>• <b>New Academic Program Audit (if applicable)</b> – (March CAO Agenda; Appendix 6 submitted in July)</li> <li>• <b>Assessment of Non-Professional Accredited Degree Programs (if applicable)</b></li> <li>• <b>Institutional Post-Tenure Review Reporting Form</b> - Appendix 14</li> <li>• <b>Tenure Reporting Form</b> - Appendix 15</li> </ul>

<b>Board Month</b>	<b>Deadline</b>	<b>Report/Form</b>
August	August 2, 2021 (first workday of the month immediately following the 1 <sup>st</sup> )	<ul style="list-style-type: none"> <li>• <b>Textbook Report</b></li> <li>• <b>Approval of Degrees to be Conferred in August</b> (<b>One report</b> is required to be sent to OASA at this time: (1) list of candidates' names by degree program and academic level)</li> <li>• <b>Institutional Organization Charts</b> (Maintained in OASA; Not presented to the Board)</li> <li>• <b>Off-Campus Academic Programs</b> - Appendix 11</li> </ul>
October	August 31, 2021	<ul style="list-style-type: none"> <li>• <b>Accreditation Reports - Institutional, College, School, Department, Degree Programs</b> - Appendix 3 (Time frame of report is July 1 – June 30)</li> <li>• <b>Academic Productivity Review (if applicable)</b> (January CAO Agenda; University notified in March by OASA; Appendix 5, 9b, or 9c submitted in response for the October Board Agenda)</li> </ul>
May (2022)	October 1, 2021	<ul style="list-style-type: none"> <li>• <b>Annual Nursing Data</b></li> </ul>
November	November 5, 2021	<ul style="list-style-type: none"> <li>• <b>Approval of Degrees to be Conferred in December</b> (<b>Two reports</b> are required to be sent to OASA: (1) numbers of candidates by degree program and academic level and (2) list of candidates' names by degree program and academic level)</li> </ul>
	December 1, 2021	<ul style="list-style-type: none"> <li>• <b>Report on Active Academic Program under Stipulations – 1<sup>st</sup> annual report (if applicable)</b> (Following October Board meeting, if the Board approves continuing the program with stipulations, then the 1<sup>st</sup> annual report is due December 1 of the following year.)</li> </ul>

Note: Reports/Forms in red text are routinely required reports/forms. Reports/Forms in black text are institutional need-based reports/forms.

**Appendix 18 (continued):  
2021 Deadlines for Academic Affairs Reports by Month**

<b>November 2020 Deadlines</b>
<ul style="list-style-type: none"><li>• <b>November 25, 2020</b> for January 2021 Board Meeting<ul style="list-style-type: none"><li>○ Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)</li><li>○ Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)</li></ul></li></ul>
<b>December 2020 Deadlines</b>
<ul style="list-style-type: none"><li>• <b>December 18, 2020</b> for February 2021 Board Meeting<ul style="list-style-type: none"><li>○ New Degree Program Proposal (Appendix 8)</li><li>○ Modifications to Existing Degree Program Proposal - Rename, Consolidate, Delete (Appendix 9a, 9b, 9c)</li><li>○ Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)</li><li>○ New Academic Unit Proposal (Appendix 12)</li><li>○ Modifications to Existing Academic Unit Proposal - Rename, Consolidate, Delete (Appendix 13a, 13b, 13c)</li><li>○ Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)</li></ul></li></ul>
<b>January 2021 Deadlines</b>
<ul style="list-style-type: none"><li>• <b>January 29, 2021</b> for March 2021 Board Meeting<ul style="list-style-type: none"><li>○ Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)</li><li>○ Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)</li></ul></li></ul>
<b>February 2021 Deadlines</b>
<ul style="list-style-type: none"><li>• <b>February 26, 2021</b> for April 2021 Board Meeting<ul style="list-style-type: none"><li>○ New Degree Program Proposal (Appendix 8)</li><li>○ Modifications to Existing Degree Program Proposal - Rename, Consolidate, Delete (Appendix 9a, 9b, 9c)</li><li>○ Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)</li><li>○ New Academic Unit Proposal (Appendix 12)</li><li>○ Modifications to Existing Academic Unit Proposal - Rename, Consolidate, Delete (Appendix 13a, 13b, 13c)</li><li>○ Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)</li></ul></li></ul>
<b>March 2021 Deadlines</b>
<ul style="list-style-type: none"><li>• <b>March 26, 2021</b> for May 2021 Board Meeting<ul style="list-style-type: none"><li>○ Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)</li><li>○ Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)</li></ul></li></ul>
<b>April 2021 Deadlines</b>
<ul style="list-style-type: none"><li>• <b>April 30, 2021</b> for June 2021 Board Meeting<ul style="list-style-type: none"><li>○ New Degree Program Proposal (Appendix 8)</li><li>○ Modifications to Existing Degree Program Proposal - Rename, Consolidate, Delete (Appendix 9a, 9b, 9c)</li></ul></li></ul>

- Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)
- New Academic Unit Proposal (Appendix 12)
- Modifications to Existing Academic Unit Proposal - Rename, Consolidate, Delete (Appendix 13a, 13b, 13c)
- Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

## May 2021 Deadlines

- **May 3, 2021** for May 2021 Board Meeting
  - **Approval of Degrees to be Conferred in May (Appendices 17a, 17b)**

## June 2021 Deadlines

- **June 1, 2021** for August 2021 Board Meeting
  - **Approval of Degrees to be Conferred in August (Appendix 17a)**

## July 2021 Deadlines

- **July 15, 2021** for August 2021 Board Meeting
  - **Institutional Post-Tenure Review Reporting Form (Appendix 14)**
  - **Tenure Reporting Form (Appendix 15)**
  - **Annual Performance Report for MS Educator Prep Programs**
  - **New Academic Program Audit (Appendix 6) (if applicable)**
  - **Assessment of Non-Professional Accredited Degree Programs (if applicable)**

## August 2021 Deadlines

- **August 1, 2021** for August 2021 Board Meeting
  - **Textbook Report**
  - **Approval of Degrees to be Conferred in August (Appendix 17b)**
  - **Institutional Organizational Charts**
  - **Off-Campus Academic Program Report (Appendix 11)**
- **August 31, 2021** for October 2021 Board Meeting
  - **Accreditation Reports (Appendix 3)**
  - **Academic Productivity Review (Appendix 5, 9b, or 9c) (if applicable)**
  - **New Degree Program Proposal (Appendix 8)**
  - **Modifications to Existing Degree Program Proposal - Rename, Consolidate, Delete (Appendix 9a, 9b, 9c)**
  - **Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)**
  - **New Academic Unit Proposal (Appendix 12)**
  - **Modifications to Existing Academic Unit Proposal - Rename, Consolidate, Delete (Appendix 13a, 13b, 13c)**
  - **Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)**

## September 2021 Deadlines

- **September 30, 2021** for November 2021 Board Meeting
  - **New Degree Program Proposal (Appendix 8)**
  - **Modifications to Existing Degree Program Proposal - Rename, Consolidate, Delete (Appendix 9a, 9b, 9c)**
  - **Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)**

- New Academic Unit Proposal (Appendix 12)
- Modifications to Existing Academic Unit Proposal - Rename, Consolidate, Delete (Appendix 13a, 13b, 13c)
- Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

### October 2021 Deadlines

- **October 1, 2021** for May 2022 Board Meeting
  - Annual Nursing Data

### November 2021 Deadlines

- **November 5, 2021** for November 2021 Board Meeting
  - Approval of Degrees to be Conferred in December (Appendices 17a, 17b)
- **November 24, 2021** for January 2022 Board Meeting
  - Intent to Offer an Existing Degree Program by Distance Learning (Appendix 10)
  - Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

### December 2021 Deadlines

- **December 1, 2021**
  - Report on Active Academic Program Under Stipulations – 1<sup>st</sup> Annual Report (if applicable)

Note: Reports/Forms in red text signify routinely required reports/forms. Reports/Forms in black text signify institutional need-based reports/forms.

