Guidelines for New Degree Programs

Office of Academic Affairs

New degree programs are those degrees that faculty and schools wish to develop that are not currently offered at Tulane. They are not new majors. New majors can be offered within existing degree programs. For example, Tulane currently offers the bachelor of arts degree in the form of many majors. If a new undergraduate major were to be offered in Creole studies, it would most likely be a bachelor of arts degree which does not constitute a new degree. Careful consideration should be given to the creation of new degrees as opposed to offering new majors (tracks, areas of emphasis) within an existing degree as the former carries with it a more complex approval process and a higher standard of justification. The guidelines below should be employed to assist with the creation of a new degree program.

1. **Implementation Date.** Establish a degree program implementation date. This might typically be the beginning of a fall term. All ensuing actions are timed according to this implementation date.

2. **Two Years Before Implementation Date.** New degree programs should be developed in consultation with Academic Affairs through faculty-based actions that are consistent with the school’s constitution and/or governance structure. For new degree programs that involve more than one school, an approval process that is consistent with the constitutions of all the involved schools should be followed. The following guidelines should be used when establishing the minimum credit hour requirements for a new degree:

   - **Certificate program**
     - Minimum credit hour requirement is dictated by the disciplinary degree requirements. (See *Guidelines for New Certificate Programs*)

   - **Associate’s degree**
     - 60 credit hours

   - **Baccalaureate degree**
     - 120 credit hours

   - **Master’s degree**
     - 30 credit hours

   - **Doctoral degree**
     - 48 credit hours

   First professional and post-professional degrees may have different credit hours requirements as stipulated by the appropriate accrediting agency or by disciplinary convention. Similarly, there may be other approval processes in place that must be followed depending upon the type and level of the degree. For example, any new degrees that can be construed as replacements for the master of arts, master of science, master of liberal arts, master of fine arts, or doctor of philosophy degrees should be reviewed by the Graduate Council for comment.

3. **Two Years Before Implementation Date.** For new undergraduate degree programs or new undergraduate majors that involve two or more units, a prospectus must be submitted to the University Senate Committee on Educational Policy (CEP) in accordance with their published policy:

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4. **18 Months Before Implementation Date.** Upon approval by the school faculties and CEP where appropriate, the new degree program must be approved by the Tulane University Board of Administrators.

5. **One Year Before Implementation Date.** Upon approval by the Board, the proposal must go to the SACSCOC Compliance Certification Committee for review and action under the Southern Association of Colleges and Schools Commission on Colleges Substantive Change Policy:

http://sacscoc.org/SubstantiveChange.asp

6. **One Year Before Implementation Date.** If necessary a Substantive Change Communication is submitted to SACSCOC by the SACSCOC Liaison in the Office of Academic Affairs.

7. **Implementation Date.** Upon final approval by SACSCOC, students may be admitted into the new degree program.