



TRANSMITTAL LETTER

The University of North Carolina
General Administration

Transmittal Number 86
August 27, 2013

THIS LETTER TRANSMITS CHANGES TO THE *UNC POLICY MANUAL*

- 400.1.1[R] *Regulations for Academic Program Planning and Evaluation*
These Regulations were approved by President Ross on August 26, 2013 and attached herein.
- 400.1.1.1[G] *Guidelines for Academic Program Development*
These Guidelines were approved by President Ross on August 26, 2013 and attached herein.

Please contact UNC General Administration Academic Affairs Division at 919-962-4614 if you have questions pertaining to the above Regulations and Guidelines.
- *700.4.1 *Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings*
This policy was amended to conform to Section 6(c) of Session Law 2013-413, which became effective on August 23, 2013.

Please contact UNC General Administration Legal Affairs Division at 919-962-4588, if you have questions pertaining to the above Policy.

*A redline version of this policy is hereby attached.

The online version of the *UNC Policy Manual* can be accessed at the link below:
<https://www.northcarolina.edu/policy/index.php>

Regulations for Academic Program Planning and Evaluation

General

UNC utilizes the Classification of Instructional Programs (CIP), 2010 Edition for the classification of all degree programs. Campuses will propose an appropriate classification for each degree program proposed.

New Baccalaureate, Masters, and Doctoral Degree Program Proposals

Each Chancellor will inform General Administration of that institution's top three priorities (in priority order) for new degree programs including baccalaureate, Masters, and doctoral degree programs. A campus may submit planning documents for a new degree program only if the proposed program has been designated by the Chancellor as one of that campus' top three priorities. When a new degree program has been approved by the Board of Governors, it is removed from the list. At any time, a Chancellor may submit a revised top three priority list to General Administration. However, a campus may have a maximum of three proposed programs under active review at any one time.

Following the procedures below, General Administration will be responsible for managing the review process for new degree proposals and for making a recommendation to the BOG. Campuses must submit requests for all new degree programs on the two planning documents Appendix A – Request for Authorization to Plan a New Degree Program and Appendix C – Request for Authorization to Establish a New Degree Program. The complete review, evaluation, and approval procedures to be followed (from the initial submission of the Appendix A document to the final BOG approval to establish upon the recommendation of the Committee on Educational Planning, Policies, and Programs) are summarized in the attached three flowcharts: Process for Planning and Establishment of New Baccalaureate Degree Program, Process for Planning and Establishment of New Masters Degree Program, and Process for Planning and Establishment of New Doctoral Degree Program.

As seen in the Appendix A and Appendix C documents, major considerations in the planning and evaluation of new degree program proposals are student demand for the program, societal demand (availability of employment for graduates of the program), budget and source of funding for the proposed program (especially if enrollment growth funding should not become available), collaboration possibilities with other degree programs within UNC, and relationship of the new degree program with institutional mission.

As indicated in the flowcharts, UNC General Administration may approve authorization to plan proposed programs (Appendix A) that clearly meet the above major considerations. Also as seen in the flowchart, external reviews will be required for all doctoral-level program proposals.

First Professional Degree Programs

First Professional program proposals (as in medicine, pharmacy, dentistry, veterinary medicine, law, and others) normally involve outside reviewers in the early stages of development and in many cases an on-site review team. Other high-cost programs may also be addressed in the same manner. Campuses should consult with General Administration before beginning to prepare a First Professional program proposal.

Joint Degree Programs

Joint Degree programs resulting in the awarding of a single joint degree by two or more UNC constituent institutions or by a UNC constituent institution and non-UNC educational institution must be approved through the regular institutional processes and have the approval of the chancellor of each participating UNC institution before submission to General Administration for review and presentation to the BOG for approval.

*Replaces 400.1.1[R] originally adopted 05/06/09

Proposals for Joint Degree programs must include the following:

Indication of appropriate approvals by all participating UNC institutions including approval by their chancellors.

Certification that the following institutional processes have been agreed to:

- Admission process
- Registration and enrollment process for students
- Committee process for graduate students
- Plan for charging and distributing tuition and fees
- Management of transcripts and permanent records
- Participation in graduation
- Design of diploma

Each student who will receive a Joint Degree must be approved by each UNC institution whose name will appear on the diploma using the institutional process for certifying a student to receive a degree.

Dual Degree Programs

A Dual Degree program involves two academic units, either on the same campus or on different campuses, including non-UNC campuses, in a formal agreement to offer two degrees as part of a program of study that will result in a student being awarded both degrees (two diplomas). While such programs offer the advantage that some course work may count for each degree, the requirements for each of the two degrees in a Dual Degree program must be substantially equivalent to the requirements for a student taking only one of the degrees. For example, a Juris Doctorate and an MBA could be linked in a Dual Degree program. If more than one campus is involved this would be a Coordinated Dual Degree program. Another option is to offer part of each program in a single interdisciplinary degree program that would be substantially different from each of the original programs. Such a single degree program would be a new degree program requiring Board approval. Constituent institutions considering such arrangements are to consult with General Administration regarding which option best fits their proposal.

Interdisciplinary Degree Program

An Interdisciplinary Degree program involves two or more academic units, either on the same or different campuses, including non-UNC campuses, in a formal agreement to offer a program of study drawing on two or more disciplines that will result in a student being awarded an interdisciplinary degree. If more than one campus is involved in offering the program it would also be a joint degree.

Degree Consortiums

A Degree Consortium is a formal agreement between two or more UNC or non-UNC institutions to share courses in the same discipline that will count as degree credit for a degree offered separately by one or more of the participating institutions. Constituent institutions considering such arrangements are to consult with General Administration before establishing them. Each separate degree would be reviewed through the normal process.

Alternative, Online, or Distance Education Delivery of Approved Degree Programs

If an institution plans to offer all or a portion of a degree program to students off-campus or online, the institution must complete Appendix G – Request for Authorization to Establish a New Distance Education Degree Program or Site. (If a degree program has not been approved by the Board of Governors, its approval for alternative, online, or distance delivery must wait until BOG program approval is received.)

*Replaces 400.1.1[R] originally adopted 05/06/09

Alternative, online, and distance delivery of BOG-approved degree programs require approval by General Administration and an assurance to General Administration that all reporting to and necessary approvals from regional or specialized accreditation agencies will have occurred prior to the program beginning. If a program will be delivered out of state, the institution must assure GA that all required licensing or other authorization is secured before the program is offered out of state. Approval by GA is required if fifty percent or more of the degree program will be offered in an alternative, online, or distance delivery mode, or a combinations of these modes.

Accreditation agencies require notice and approval in many cases of alternative, online, or distance delivery. Any program proposal should include information about accreditation requirements for alternative delivery. UNC institutions are individually accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and are responsible for ensuring that they follow COC criteria and procedures with respect to any alternative, online, or distance delivery that may constitute a substantive change as defined by the Commission on Colleges.

The constituent institutions and the academic units offering the instruction are responsible for the development, delivery, regular assessment, and accreditation of certificate and degree-related alternative, online, or distance education courses and programs.

Each institution must have a clearly defined process for the review and approval of proposals to plan or establish alternative, online, or distance delivery of degree programs. All campus processes must be followed and campus approval must be received before a proposal may be submitted to General Administration.

The academic standards and quality of certificate and degree-related alternative, online, or distance delivery of courses or programs must be consistent with and comparable to the academic standards and quality of regular on-campus instructional activity. The application and maintenance of academic standards are the responsibility of the academic unit and the campus offering the instruction.

Off-site Degree Programs

Degree programs offered at a site away from the institution's campus may be entirely face-to-face or have a mix of face-to-face and alternative or online delivery. Proposals for off-site delivery of degree programs must document the comparable quality of the proposed programs to programs offered on the campus in terms of both academic standards and standards for student support. Proposals for off-site programs are to include a description of the space arrangements for offering the program. Priority should be given to partnering with constituent institutions of UNC, including the use of Graduate Centers, and with the North Carolina Community College System where appropriate.

Online Degree Programs

Proposals for online delivery of degree programs must document the comparable quality of the proposed programs to programs offered on the campus in terms of both academic standards and standards for student support.

Other Delivery Methods

Other methods, such as NCREN, one and two-way television, and CD-ROM-based work may still be used from time to time. Rapidly changing technology may lead to new modes of delivery of courses and degrees. Proposals for other methods for delivery of degree programs must document the comparable quality of the proposed programs to programs offered on the campus in terms of both academic standards and standards for student support.

Expedited Program Review

While the academic program planning and evaluation process is required by BOG Policy to "balance responsiveness with due diligence and a state-wide perspective," it is also necessary to develop "expedited program review processes for rapid response where warranted." A request for an expedited review will be warranted where there is an extraordinary need to have a program start up immediately to meet a clear state need, or to announce immediately that the program will be available

*Replaces 400.1.1[R] originally adopted 05/06/09

at a certain future time. An example might be the need for a degree program as part of a state effort for recruiting or expanding business, industry, or a governmental function.

Discontinuation of Academic Degree Programs

The Board of Governors has the authority to establish and discontinue degree programs. The productivity study initiated biennially by General Administration generates a campus review that may result in recommendations for program discontinuation. A campus may recommend the discontinuation of a degree program at any time; an appropriate Teach-Out Plan for currently-enrolled students must accompany the request to discontinue. The proposal for discontinuation should provide a reasonable time for currently-enrolled students to complete their work in the program or provide an alternative way for these students to complete their program of study. Upon receiving approval from the Board of Governors to discontinue a degree program, the institution must immediately notify and request prior approval from SACS in accordance with Procedure Three of the Substantive Change Policy for Accredited Institutions of the Commission on Colleges of the Southern Association of Colleges and Schools. The Commission on Colleges requires that an appropriate Teach-Out Plan be submitted to and approved by SACS prior to implementation.

Forms and Procedures for Conveying Proposals

Revised forms and guidelines are provided for use by the constituent institutions. When submitting proposals, institutions should submit one hard copy and an electronic copy to the Office of the Senior Vice President of Academic Affairs at UNC General Administration.

*Replaces 400.1.1[R] originally adopted 05/06/09

Process for Planning and Establishment of New Baccalaureate Degree Program:

Appendix A – Request for Authorization to Plan a New Degree Program

Appendix C – Request for Authorization to Establish a New Degree Program

Appendix A Review	Appendix A submitted to GA <i>GA acknowledges receipt within 48 hrs.</i>	Within four weeks	GA responds with approval to move forward with request	GA approves and invites submission of Appendix C	Campus submits Appendix C within four months
	<i>or</i>				
	GA responds with questions; campus replies within four weeks				

Appendix C Review	Appendix C submitted to GA <i>GA acknowledges receipt within 48 hrs.</i>	Within four weeks	GA responds that proposal is complete	Completed Appendix C is posted to Academic Planning Website for four weeks for system-wide review and comments	GA reviews comments received	Within two weeks	GA is prepared to make recommendation to EPPP Committee	GA makes recommendation to EPPP Committee
	<i>or</i>		<i>or</i>					
	GA requests information; campus replies within four weeks		Campus notified of any remaining issues; campus replies within four weeks					

BOG Action

Upon GA recommendation degree program brought to next EPPP Committee meeting	Upon EPPP Committee approval degree program brought to next BOG meeting	BOG acts on EPPP Committee recommendation
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Process for Planning and Establishment of New Masters Degree Program:

Appendix A – Request for Authorization to Plan a New Degree Program

Appendix C – Request for Authorization to Establish a New Degree Program

Appendix A Review	Appendix A submitted to GA	Within four weeks	GA responds with approval to move forward with request	GA approves and invites submission of Appendix C	Campus submits Appendix C within four months
	<i>GA acknowledges receipt within 48 hrs.</i>		<i>or</i>		
			GA responds with questions; campus replies within four weeks		

Appendix C Review	Appendix C submitted to GA	Within four weeks	GA responds that proposal is complete	Completed Appendix C is forwarded to the UNC Graduate Council for a four-week review period. Graduate Deans submit their campus comments to GA for information and consideration	GA reviews comments received	Within two weeks	GA is prepared to make recommendation to EPPP Committee	GA makes recommendation to EPPP Committee
	<i>GA acknowledges receipt within 48 hrs.</i>		<i>or</i>				<i>or</i>	
			GA requests information; campus replies within four weeks				Campus notified of any remaining issues; campus replies within four weeks	

BOG Action	Upon GA recommendation degree program brought to next EPPP Committee meeting	Upon EPPP Committee approval degree program brought to next BOG meeting	BOG acts on EPPP Committee recommendation
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Process for Planning and Establishment of New Doctoral Degree Program:

Appendix A – Request for Authorization to Plan a New Degree Program

Appendix C – Request for Authorization to Establish a New Degree Program

Appendix A Review	<i>Appendix A submitted to GA GA acknowledges receipt within 48 hrs.</i>	Within six weeks	GA responds that proposal is complete	Completed Appendix A is forwarded to the UNC Graduate Council for review and discussion/vote at the next quarterly Graduate Council meeting	Within two weeks	If Council vote is positive and key decision-making criteria are met, GA will authorize permission to plan new doctoral program	GA/EPPP approves and invites submission of Appendix C	Campus submits Appendix C within four months
			<i>or</i>			If Council vote is positive and key decision-making criteria are not clearly met, GA will forward recommendation to EPPP Committee for consideration and vote		
			<i>or</i>			If Council vote is negative, campus may revise and re-submit Appendix A; Campus re-submits within four weeks		
			GA requests information; campus replies within four weeks					

Appendix C Review	<i>Appendix C submitted to GA GA acknowledges receipt within 48 hrs.</i>	Within six weeks	GA responds that proposal is complete	Completed Appendix C is forwarded by GA to selected external reviewers	Within ten weeks	External reviews sent to campus / campus notified whether reviews will be sent to Graduate Council Subcommittee	Within two weeks	GA is prepared to make recommendation to EPPP Committee	GA makes recommendation to EPPP Committee
			<i>or</i>				<i>or</i>		
			GA requests information; campus replies within four weeks				Within four weeks	If utilized, Graduate Council Subcommittee will respond to GA	

BOG Action	Upon GA recommendation degree program brought to next EPPP Committee meeting	Upon EPPP Committee approval degree program brought to next BOG meeting	BOG acts on EPPP Committee recommendation
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Guidelines for Academic Program Development

A. Academic Programs

1. Degree Levels Offered

Post-secondary academic degree programs in the 16 constituent universities of the University of North Carolina are offered at the following levels:

Associate of Applied Science degrees, normally requiring two years of full-time study beyond high school; offered only at North Carolina State University in the field of Agriculture;

Arts Diploma, available only from the UNC School of Arts and based on completion of the appropriate arts curriculum;

Bachelor's degrees, normally requiring four years of full-time study beyond high school;

Master's degrees, usually requiring one or two years of study beyond the bachelor's degree;

Intermediate or specialist degrees, an advanced degree falling between a master's degree and a doctoral degree;

First Professional degrees in law, education, dentistry, medicine, pharmacy, veterinary medicine, nursing, and physical therapy (J.D., Ed.D., D.D.S., M.D., Pharm.D., D.V.M., D.N.P., and D.P.T), for which the bachelor's degree and sometimes the master's degree are prerequisites and usually requiring three or four years of study beyond the bachelor's degree;

Doctoral degrees (Ph.D., D.M.A., and Dr.P.H.), for which the bachelor's degree and sometimes the master's degree are prerequisites and usually requiring three or four years of study beyond the bachelor's or master's degree.

2. Degree Program Classification

The University of North Carolina uses the Classification of Instructional Programs: 2010 Edition (CIP)¹ to classify its programs in the UNC Academic Program Inventory (API). The CIP classifies all post-secondary degree programs into 47 major discipline divisions.

Currently UNC constituent institutions offer programs in 31 of these discipline divisions. These are:

¹Classification of Instructional Programs: 2010 Edition; National Center for Education Statistics.

*Replaces 400.1.1.1[G] originally adopted 05/06/09

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

Discipline divisions are divided further into discipline specialties, which for the most part are represented by six-digit CIP codes. For example, the discipline division Engineering (14) consists of such discipline specialties as General Engineering (14.0101), Aerospace, Aeronautical and Astronautical Engineering (14.0201), Architectural Engineering (14.0401), Chemical Engineering (14.0701), and Civil Engineering (14.0801), etc. UNC actually uses a twelve-digit classification code so degree level and specialized information can be represented in the CIP.

3. Programs

Degree Programs

A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a particular level of instruction. All degree programs are categorized individually in the University's academic program inventory at the six-digit CIP code level. As a general rule, in order to be considered for degree program status, a course of study should require at least 27 semester hours in the proposed program area at the undergraduate level; at least half the number of hours required for the degree at the master's level; and at least 21 hours in the proposed program area at the doctoral level. Anything less than this within an existing degree program should be designated a concentration, a decision that can be made at the campus level. For teacher education programs, the President may issue regulations and/or guidelines setting parameters for required second academic concentrations.

Certificate Programs

A certificate program provides an organized program of study that leads to the awarding of a certificate rather than a degree. IPEDS has established the following standards for reporting certificates:

*Replaces 400.1.1.1[G] originally adopted 05/06/09

A post-baccalaureate certificate is awarded for an organized program of study equivalent to 18 semester credit hours beyond the bachelor's degree. It is designed for persons who have completed a baccalaureate degree, but do not meet the requirements for a master's degree.

A post-master's certificate is awarded for an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirement of academic degrees at the doctoral level.

Campuses may offer other certificate programs that do not meet these IPEDS reporting requirements.

Teacher Licensure Programs

Constituent institutions with teacher education programs approved by the State Board of Education may offer specific course clusters in approved teacher licensure areas which meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or certificate. These may be at the entry level or advanced level of teacher licensure. When an institution receives authorization to offer teacher licensure in a specific area from the State Board of Education, General Administration should be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available from the North Carolina Department of Public Instruction.

B. Academic Program Development Requiring Authorization or Action Beyond the Campus Level

The chancellors of the constituent institutions shall communicate to General Administration of their intentions or requests with respect to instructional program development for the following:

1. Request for authorization to plan any new degree program.
2. Request for authorization to establish any new degree program (including distance education programs).
3. Request for authorization to change the name or title of an existing degree program.
4. Request for authorization to discontinue a degree program.
5. Notification of intent to establish or discontinue a certificate or teacher licensure program.

Forms are available on the Academic Planning website for use by constituent institutions.

C. Procedures for Program Development or Modification

1. Campus Program Development Procedures

Each institution must have a clearly defined process for campus review and approval of proposals to plan and, once planning is completed, a process for approving requests to establish new academic degree programs. The appropriate campus committees and authorities must approve any notification or request to plan or establish a new degree program before submitting it to General Administration.

To assist institutions preparing to plan new programs, the Academic Affairs staff will make available a link to the CIP taxonomy and the Academic Program Inventory for UNC institutions. Institutions planning a new degree program will be expected to contact other UNC institutions awarding the proposed degree during the planning process regarding their experience with program productivity (applicants, majors, job market, placement, etc.) and to actively explore collaboration possibilities.

*Replaces 400.1.1.1[G] originally adopted 05/06/09

2. Planning and Establishing New Degree Programs

Campuses must submit requests for all new degree programs on the two planning documents Appendix A – Request for Authorization to Plan a New Degree Program and Appendix C – Request for Authorization to Establish a New Degree Program. The complete review, evaluation, and approval procedures to be followed (from the initial submission of the Appendix A document to the final BOG approval to establish upon the recommendation of the Committee on Educational Planning, Policies, and Programs) are summarized in the attached three flowcharts: Process for Planning and Establishment of New Baccalaureate Degree Program, Process for Planning and Establishment of New Masters Degree Program, and Process for Planning and Establishment of New Doctoral Degree Program.

As seen in the Appendix A and Appendix C documents, major considerations in the planning and evaluation of new degree program proposals are student demand for the program, societal demand (availability of employment for graduates of the program), budget and source of funding for the proposed program (especially if enrollment growth funding should not become available), collaboration possibilities with other degree programs within UNC, and relationship of the new degree program to the approved institutional mission.

As indicated in the flowcharts, UNC General Administration may approve authorization to plan proposed programs (Appendix A) that clearly meet the above major considerations. Authorization to plan a new degree program does not in any way constitute a commitment on the part of General Administration or the Committee on Educational Planning, Policies, and Programs to approve a subsequent request to establish the program. Planning authorization signifies that UNC-GA and the committee find merit in the general proposition, that there may be sufficient need for the program, and that the suggested program is consistent with the approved mission of the institution. Such authorization to plan constitutes clearance for the institution to document and further justify in Appendix C the need and demand for the proposed program and to describe in detail the campus' ability and the resources needed to offer a quality program.

Following authorization to plan, an institution will have up to four months to complete its planning and submit a request to establish the proposed program. If Appendix C is not completed within this period, the campus may submit a request to the Senior Vice President for Academic Affairs for a time extension.

If an institution plans to offer all or a portion of a proposed degree program to students off-campus or online, the institution must complete Appendix G – Request for Authorization to Establish a New Distance Education Degree Program or Site, and submit it with Appendix C. (If a degree program has not been approved by the Board of Governors, its approval for alternative, online, or distance delivery must wait until BOG program approval is received.)

3. Planning New Degree Programs - Notification of the Commission on Colleges of the Southern Association of Colleges and Schools

Institutions should notify the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC) each time they receive authorization to establish a new degree program. The institution should first receive authorization to establish the new degree program from the Board of Governors, and then, if necessary, seek approval from SACS prior to implementation.

The SACSCOC classifies institutions according to the highest degree level offered by the institution. The Substantive Change Policy for Accredited Institutions of the Commission on Colleges of SACS requires submission of an application or a prospectus, and approval by the SACSCOC Board of Trustees (Substantive Change Procedure One) prior to initiating certificates or programs of study at a different level than those previously approved by

*Replaces 400.1.1.1[G] originally adopted 05/06/09

SACSCOC. An institution requesting a level change should complete an Application for a Member Institution Seeking Accreditation at a Higher or Lower Degree Level. Applications are reviewed by SACSCOC Board of Trustees twice a year: during meetings in June and in December. An institution may not initiate a degree program at a different level without prior approval from SACS.

The Commission on Colleges also requires prior notification and prior approval (Substantive Change Procedure One) if an institution is adding a degree at the same level for which the institution is already accredited and the new program is a “significant departure” from current programs. (The suggested timeframe for contacting COC prior to the date of implementation is six months.)

The UNC Academic Program Inventory (API) classifies all University degree programs into 31 major discipline divisions by CIP code. Each campus also has an inventory of authorized programs listed by discipline division and degree program title. Planning a program in a different discipline division than those currently authorized is interpreted as a potential substantive change. When an institution begins to plan a program in a new discipline division, the campus should notify SACS of the potential substantive change; if SACS interprets this as a significant departure, the institution will need to complete the Substantive Change Procedure One process when authorization to establish the program is received from the Board of Governors.

The institution should inform General Administration (by responding to the questions on the first page of Appendix A and C) as to whether the proposed program constitutes a substantive change as defined by SACS.

4. Changing the Name or Degree Title of an Existing Degree Program

Requests to change the name or degree title of an existing degree program, accompanied by an explanation of the reason for the proposed change, may be submitted to General Administration at any time.

5. Changing the Classification of Instructional Program Code (CIP)

Any change in the CIP Code for an authorized degree program requires General Administration approval.

6. Discontinuing Academic Degree Programs

Requests for authorization to discontinue a degree program may be made by the chancellor to General Administration at any time, giving the effective date of discontinuation and explaining the reason for the request. An appropriate Teach-Out Plan for currently-enrolled students must accompany the request to discontinue. General Administration will request approval from the Board of Governors. Students enrolled in discontinued degree programs must be allowed to complete their courses of study within a reasonable period of time. Upon receiving approval to discontinue a degree program, the institution must immediately notify SACS (see Item 7 below).

Notice of discontinuation of certificates may be submitted to General Administration at any time.

7. Discontinuing Academic Degree Programs - Notification of the Commission on Colleges of the Southern Association of Colleges and Schools

Discontinuing any academic degree program is a SACSCOC Procedure Three Substantive Change. As soon as approval to discontinue a degree program is received from the Board of Governors, the institution should provide to SACSCOC at the same time the following two pieces of information: (1) notification of the impending discontinuation of the degree program, and (2) a Teach-Out Plan for approval. Teach-Out Plans must be approved by SACSCOC prior to implementation.

*Replaces 400.1.1.1[G] originally adopted 05/06/09

Process for Planning and Establishment of New Baccalaureate Degree Program:

Appendix A – Request for Authorization to Plan a New Degree Program

Appendix C – Request for Authorization to Establish a New Degree Program

Appendix A Review	Appendix A submitted to GA <i>GA acknowledges receipt within 48 hrs.</i>	Within four weeks	GA responds with approval to move forward with request	GA approves and invites submission of Appendix C	Campus submits Appendix C within four months
			<i>or</i>		
			GA responds with questions; campus replies within four weeks		

Appendix C Review	Appendix C submitted to GA <i>GA acknowledges receipt within 48 hrs.</i>	Within four weeks	GA responds that proposal is complete	Completed Appendix C is posted to Academic Planning Website for four weeks for system-wide review and comments	GA reviews comments received	Within two weeks	GA is prepared to make recommendation to EPPP Committee	GA makes recommendation to EPPP Committee
			<i>or</i>				<i>or</i>	
			GA requests information; campus replies within four weeks				Campus notified of any remaining issues; campus replies within four weeks	

BOG Action

Upon GA recommendation degree program brought to next EPPP Committee meeting	Upon EPPP Committee approval degree program brought to next BOG meeting	BOG acts on EPPP Committee recommendation
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Process for Planning and Establishment of New Masters Degree Program:

Appendix A – Request for Authorization to Plan a New Degree Program

Appendix C – Request for Authorization to Establish a New Degree Program

Appendix A Review	Appendix A submitted to GA	Within four weeks	GA responds with approval to move forward with request	GA approves and invites submission of Appendix C	Campus submits Appendix C within four months
	<i>GA acknowledges receipt within 48 hrs.</i>		<i>or</i>		
			GA responds with questions; campus replies within four weeks		

Appendix C Review	Appendix C submitted to GA	Within four weeks	GA responds that proposal is complete	Completed Appendix C is forwarded to the UNC Graduate Council for a four-week review period. Graduate Deans submit their campus comments to GA for information and consideration	GA reviews comments received	Within two weeks	GA is prepared to make recommendation to EPPP Committee	GA makes recommendation to EPPP Committee
	<i>GA acknowledges receipt within 48 hrs.</i>		<i>or</i>				<i>or</i>	
			GA requests information; campus replies within four weeks				Campus notified of any remaining issues; campus replies within four weeks	

BOG Action	Upon GA recommendation degree program brought to next EPPP Committee meeting	Upon EPPP Committee approval degree program brought to next BOG meeting	BOG acts on EPPP Committee recommendation
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Process for Planning and Establishment of New Doctoral Degree Program:

Appendix A – Request for Authorization to Plan a New Degree Program

Appendix C – Request for Authorization to Establish a New Degree Program

Appendix A Review	<i>Appendix A submitted to GA GA acknowledges receipt within 48 hrs.</i>	Within six weeks	GA responds that proposal is complete	Completed Appendix A is forwarded to the UNC Graduate Council for review and discussion/vote at the next quarterly Graduate Council meeting	Within two weeks	If Council vote is positive and key decision-making criteria are met, GA will authorize permission to plan new doctoral program	GA/EPPP approves and invites submission of Appendix C	Campus submits Appendix C within four months
			<i>or</i>			If Council vote is positive and key decision-making criteria are not clearly met, GA will forward recommendation to EPPP Committee for consideration and vote		
			<i>or</i>			If Council vote is negative, campus may revise and re-submit Appendix A; Campus re-submits within four weeks		
			GA requests information; campus replies within four weeks					

Appendix C Review	<i>Appendix C submitted to GA GA acknowledges receipt within 48 hrs.</i>	Within six weeks	GA responds that proposal is complete	Completed Appendix C is forwarded by GA to selected external reviewers	Within ten weeks	External reviews sent to campus / campus notified whether reviews will be sent to Graduate Council Subcommittee	Within two weeks	GA is prepared to make recommendation to EPPP Committee	GA makes recommendation to EPPP Committee
			<i>or</i>				<i>or</i>		
			GA requests information; campus replies within four weeks				Within four weeks	If utilized, Graduate Council Subcommittee will respond to GA	

BOG Action	Upon GA recommendation degree program brought to next EPPP Committee meeting	Upon EPPP Committee approval degree program brought to next BOG meeting	BOG acts on EPPP Committee recommendation
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Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings

The purpose of this policy is to establish legally supportable, fair, effective and efficient procedures for student disciplinary proceedings. The minimum standards for these proceedings are set out below. These minimum standards exceed the requirements of due process and therefore complying with requirements will also result in providing due process.

I. Elements of Policy

The two kinds of standards that must be followed are procedural standards and substantive standards.

II. Procedural

The procedural standards require notice and an opportunity for a hearing. The formality of these provisions will vary depending on the seriousness of the offense. (See Sections V and VI, below.)

III. Substantive

Substantive standards require that the decision reached be neither arbitrary nor capricious. Generally this means that there is some evidence to support the decision reached.

IV. Code of Student Conduct

Each constituent institution must adopt a code of student conduct that: (a) is applicable to all students; (b) defines what conduct is prohibited; and (c) specifies the types of sanctions that may be imposed for each category of prohibited conduct. Ranges of violations and ranges of sanctions are permissible. Progressive sanctions for multiple violations are also legitimate. A periodic review of the code should be undertaken to ensure it remains in compliance with applicable laws, policies and regulations.

V. Requirements for Minor Violations

A minor violation is one for which the possible sanctions are less than suspension and expulsion.

A. Procedural Requirements:

1. A constituent institution may receive and, in its discretion, investigate reports of incidents of student misconduct. A student may be accused of a violation of the code of student conduct only by a designated university official with a formal charge initiating a disciplinary proceeding. A determination to initiate a disciplinary proceeding accusing a student of a violation of the code of student conduct should be made by a designated university official within a reasonable period of time after the constituent institution receives the report.

2. If a charge is to be pursued, it is then referred to a hearing official or body. The student must be notified in writing of the alleged violation(s), the referral and the hearing date. The hearing should not be scheduled for at least five (5) calendar days after the student receives the notice, unless the student agrees to an earlier hearing date. A committee member or the hearing official who has a conflict with, bias about or interest in the case should recuse himself. If the committee member or the hearing official refuses to recuse himself, a designated university official shall make the recusal decision.

3. The student may waive the hearing and accept a sanction proposed by a designated university official. The sanction must be within the ranges specified in accordance with Section IV, above. The waiver and acceptance must be in writing and signed by the student.

4. If a hearing is held, it may occur as a meeting between the hearing committee/official and the student. It will be a closed meeting. The institution shall assure that students have the capability to present their evidence and defenses at the meeting or hearing. Witness testimony and documents may be received from both the designated university official and the student, who will both be present during all of the evidentiary presentation. At the end of the hearing, the committee/official will determine whether the designated university official has shown by a preponderance of the evidence that the student committed the offense charged. This determination must be based solely on the evidence presented at the hearing or meeting. The committee/official will also determine the appropriate sanction within the ranges specified in the definitions in Section IV, above.

5. The decision may be final or it may be a recommendation for a final decision by a designated university official. The final administrative decision must be reached within a specified amount of time, not to exceed forty-five (45) calendar days after the date of the hearing. The final administrative decision must be transmitted to the student in writing within ten (10) calendar days of the date the decision is made, and it must contain a brief summary of the evidence upon which the decision is based.

6. Appeal rights must be specified in the decision letter. At least one level of administrative appeal must be permitted and the time in which to appeal and the permitted grounds for the appeal must be articulated. Further appellate opportunities shall be governed by the *Code* [502 D(3)] of the University of North Carolina.

B. Substantive Requirements: In each case there must be sufficient evidence supporting the decision and the sanction.

VI. Serious Violations

A serious violation is one for which the possible sanctions include suspension or expulsion.

A. Procedural Requirements:

1. A constituent institution may receive and, in its discretion, investigate reports of incidents of student misconduct. A student may be accused of a violation of the code of student conduct only by a designated university official with a formal charge initiating a disciplinary proceeding. A determination to initiate a disciplinary proceeding accusing a student of a violation of the code of student conduct should be made by a designated university official within a reasonable period of time after the constituent institution receives the report.

2. Written notice to the student must be provided if a decision is made to issue a formal charge against the student. The notice should specify the offense(s) charged, the possible sanctions, and a brief recitation of the factual allegations supporting the charge. For all charged offenses which could result in expulsion, the notice must include this possibility and must specify that expulsion precludes matriculation at any UNC constituent institution.

3. A formal charge is then referred to a hearing official or body. The student must be notified in writing of the referral. This notice may include a hearing date. The hearing date may not be scheduled for at least ten (10) calendar days after the student receives notice of the referral, unless the student agrees to an earlier hearing date. Reasonable extensions of time for either party to prepare for the hearing should be allowed.
4. If a hearing date is not set in the notice of the charge, written notice of the hearing date must be sent to be received by the student not less than five (5) calendar days before the proceeding is scheduled for hearing.
5. The student may waive the hearing and accept a sanction proposed by a designated university official. The sanction must be within the ranges specified in accordance with Section IV, above. The designated university official must determine that the waiver and acceptance is voluntary and that the charge and sanction have factual support. The waiver and acceptance must be in writing and signed by the student and the designated university official.
6. Prior to the hearing, the student must be given the opportunity to review any written evidence that will be used at the hearing and to obtain a list of witnesses.
7. A committee member or hearing official who has a conflict with, bias about or an interest in a case must recuse himself. If the committee member refuses to recuse himself, a designated university official will make the recusal decision. The student must also be given the opportunity to challenge a committee member or hearing official on these grounds. The decision on the challenge must be made by the committee or official within five (5) calendar days. If necessary, a substituted committee member or hearing official will be appointed.
8. The institution shall assure that students have the capability to present their evidence and defenses at the hearings. The method for assuring this capability may vary depending on the nature of the case and on the nature of the representation of the institution or the charging party. Each institution must have a policy delineating the participation or prohibition of attorneys and non-attorney advocates. Representation or assistance by attorneys or non-attorney advocates at the hearing is neither required nor encouraged.
9. The hearing will be closed to the public, unless a constituent institution's policy provides otherwise.
10. A transcript or other verbatim record of the hearing (but not of the deliberations) will be prepared. The institution will be responsible for the costs of this record.
11. At the hearing, a designated university official must present sufficient witness and/or documentary evidence to establish the violation. The student must be given an opportunity to question this evidence, either by direct questions or inquiries transmitted through the committee or hearing official.
12. The student must be given the opportunity to present any witness or documentary evidence that he offers, provided that the evidence is relevant to the charge or other evidence presented and does not otherwise infringe the rights of other students.
13. At the conclusion of the evidence, the committee/official will determine whether the charging official has shown by a preponderance of the evidence, or by such higher standard as the institution may adopt, that the student committed the offense charged.

This determination must be based solely on the evidence presented at the hearing. The committee or official will also determine the appropriate sanction within the ranges specified in accordance with Section IV, above.

14. The decision may be final or it may be a recommendation for a final decision by a designated university official. The final administrative decision must be reached within a specified amount of time, not to exceed forty-five (45) calendar days after the hearing is completed. The final administrative decision must be transmitted in writing to the student within ten (10) calendar days of the date the decision is made and must contain a brief summary of the evidence upon which the decision is based.

15. A vice chancellor or his delegate must make the final administrative determination in all suspension cases. The delegation may be to a student committee or a student/employee committee.

16. The Chancellor or a vice chancellor must make the final administrative decision in all expulsion cases.

17. Appeal rights must be specified in the final decision letter. At least one level of institutional appeal must be permitted, and the time limits in which to appeal and the permitted grounds for appeal must be articulated.

18. Further appeals shall be governed by the *Code* of the University of North Carolina.

B. Substantive Requirements: In each case there must be sufficient evidence supporting the decision and the sanction.

VII. Special Cases

A. If the formal charge is also the subject of pending criminal charges, the institution must, at a minimum, allow an attorney advisor to accompany the student to the hearing.

B. Charges against multiple students involved in the same incident may be heard in a single case only if each student defendant consents to such a proceeding.

C. In cases of alleged sexual misconduct, both parties are entitled to the same opportunities to have others present during a disciplinary proceeding.¹

D. Victims of crimes of violence must be notified of the results of the disciplinary proceeding of the alleged assailant. "Results" means the name of the student assailant, the violation charged or committed, the essential findings supporting the conclusion that the violation was committed, the sanction if any is imposed, the duration of the sanction and the date the sanction was imposed.²

¹ The term "sexual misconduct" includes sexual assault, sexual battery, sexual coercion, rape, stalking, sexual violence and other forms of sexual misconduct. Furthermore, "both parties" refers specifically to the individual who claims to have been the victim of the sexual misconduct and the student who is alleged to have engaged in sexual misconduct.

² The disciplinary records of high school students at the North Carolina School of Science and Mathematics described in Sections VII.C.-D. of this policy may not be disclosed without appropriate consent. [CFR 99.31(a)(13)]

E. When a student with a disability is charged with an offense, the institution will assure that all requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act are met.

Effective Date: This policy applies to all offenses committed on or after August 23, 2013.

Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings

The purpose of this policy is to establish legally supportable, fair, effective and efficient procedures for student disciplinary proceedings. The minimum standards for these proceedings are set out below. These minimum standards exceed the requirements of due process and therefore complying with requirements will also result in providing due process.

I. Elements of Policy

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The procedural standards require notice and an opportunity for a hearing. The formality of these provisions will vary depending on the seriousness of the offense. (See Sections V and VI, below.)

III. Substantive

Substantive standards require that the decision reached be neither arbitrary nor capricious. Generally this means that there is some evidence to support the decision reached.

IV. ~~Notice Requirements~~Code of Student Conduct

Each constituent institution must ~~define~~adopt a code of student conduct that: (a) is applicable to all students; (b) defines what conduct is prohibited; and ~~specify~~(c) specifies the types of sanctions that may be imposed for each category of prohibited conduct. Ranges of violations and ranges of sanctions are permissible. Progressive sanctions for multiple violations are also legitimate. A periodic review of the code should be undertaken to ~~insure that rules, codes~~ensure it remains in compliance with applicable laws, policies and regulations ~~are up to date and that the students have notice of any changes.~~

V. Requirements for Minor Violations

A minor violation is one for which the possible sanctions are less than suspension and expulsion.

A. Procedural Requirements:

1. ~~Charges A constituent institution may receive and, in its discretion, investigate reports of incidents of student misconduct. A student may be brought by students, university officials, faculty members or staff members. The charge must be in writing and must include factual information supporting accused of a violation of the allegation. Anonymous charges will not be permitted.~~

~~2. A code of student conduct only by a designated university official will determine whether charge is to be pursued. This with a formal charge initiating a disciplinary proceeding. A determination to initiate a disciplinary proceeding accusing a student of a violation of the code of student conduct should be made by a designated university official within a specified amount reasonable period of time (e.g. thirty (30) calendar days) after the initiation of the charge. Reasonable extensions of this time are permissible.~~ constituent institution receives the report.

3. If a charge is to be pursued, it is then referred to a hearing official or body. The student must be notified in writing of ~~charge,~~the alleged violation(s), the referral and the

hearing date. The hearing should not be scheduled for at least five (5) calendar days after the student receives the notice, unless the student agrees to an earlier hearing date. A committee member or the hearing official who has a conflict with, bias about or interest in the case should recuse himself. If the committee member or the hearing official refuses to recuse himself, a designated university official shall make the recusal decision.

~~43.~~ The student may waive the hearing and accept a sanction proposed by a designated university official. The sanction must be within the ranges specified in accordance with ~~paragraph~~Section IV, above. The waiver and acceptance must be in writing and signed by the student.

~~54.~~ If a hearing is held, it may occur as a meeting between the hearing committee/official and the student. It will be a closed meeting. ~~No attorneys are allowed in this proceeding except as provided in paragraph VII.A., below.~~ The institution shall assure that students have the capability to present their evidence and defenses at the meeting or hearing. Witness testimony and documents may be received from both the designated university official and the student, who will both be present during all of the evidentiary presentation. At the end of the hearing, the committee/official will determine whether the designated university official has shown by a preponderance of the evidence that the student committed the offense charged. This determination must be based solely on the evidence presented at the hearing or meeting. The committee/official will also determine the appropriate sanction within the ranges specified in the definitions in Section IV, above.

~~65.~~ The decision may be final or it may be a recommendation for a final decision by a designated university official. The final administrative decision must be reached within a specified amount of time, not to exceed forty-five (45) calendar days after the date of the hearing. The final administrative decision must be transmitted to the student in writing within ten (10) calendar days of the date the decision is made, and it must contain a brief summary of the evidence upon which the decision is based.

~~76.~~ Appeal rights must be specified in the decision letter. At least one level of administrative appeal must be permitted and the time in which to appeal and the permitted grounds for the appeal must be articulated. Further appellate opportunities shall be governed by the *Code* [502 D(3)] of the University of North Carolina.

B. Substantive Requirements: In each case there must be sufficient evidence —supporting the decision and the sanction.

VI. Serious Violations

A serious violation is one for which the possible sanctions include suspension or expulsion.

A. Procedural Requirements:

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~~2. A designated university official determines whether charge is to be pursued. This with a formal charge initiating a disciplinary proceeding. A determination to initiate a disciplinary proceeding accusing a student of a violation of the code of student conduct~~

should be made by a designated university official within a ~~specified amount~~reasonable period of time (~~e.g. thirty (30) calendar days~~) after the constituent institution receives the report.

~~2. initiation of the charge. Reasonable extensions of this time are permissible.~~ Written notice to the student must be provided if a decision is made to ~~pursue the issue a~~ formal charge against the student. The notice should specify the offense(s) charged, the possible sanctions, and a brief recitation of the factual allegations supporting the charge. For all charged offenses which could result in expulsion, the notice must include this possibility and must specify that expulsion precludes matriculation at any UNC constituent institution.

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4. If a hearing date is not set in the notice of the charge, written notice of the hearing date must be sent to be received by the student not less than five (5) calendar days before the proceeding is scheduled for hearing.

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6. Prior to the hearing, the student must be given the opportunity to review any written evidence that will be used at the hearing and to obtain a list of witnesses.

7. A committee member or hearing official who has a conflict with, bias about or an interest in a case must recuse himself. If the committee member refuses to recuse himself, a designated university official will make the recusal decision. The student must also be given the opportunity to challenge a committee member or hearing official on these grounds. The decision on the challenge must be made by the committee or official within five (5) calendar days. If necessary, a substituted committee member or hearing official will be appointed.

8. The institution shall assure that students have the capability to present their evidence and defenses at the hearings. The method for assuring this capability may vary depending on the nature of the case and on the nature of the representation of the institution or the charging party. Each institution must have a policy delineating the participation or prohibition of attorneys- and non-attorney advocates. Representation or assistance by attorneys or non-attorney advocates at the hearing is neither required nor encouraged.

9. The hearing will be closed to the public, unless a constituent institution's policy provides otherwise.

10. A transcript or other verbatim record of the hearing (but not of the deliberations) will be prepared. The institution will be responsible for the costs of this record.

11. At the hearing, a designated university official must present sufficient witness and/or documentary evidence to establish the violation. The student must be given an opportunity to question this evidence, either by direct questions or inquiries transmitted through the committee or hearing official.

12. The student must be given the opportunity to present any witness or documentary evidence that he offers, provided that the evidence is relevant to the charge or other evidence presented and does not otherwise infringe the rights of other students.

13. At the conclusion of the evidence, the committee/official will determine whether the charging official has shown by a ~~preponderance~~ of the evidence, or by such higher standard as the institution may adopt, that the student committed the offense charged. This determination must be based solely on the evidence presented at the hearing. The committee or official will also determine the appropriate sanction within the ranges specified in accordance with ~~paragraph~~Section IV, above.

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15. A vice chancellor or his delegate must make the final administrative determination in all suspension cases. The delegation may be to a student committee or a student/employee committee.

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17. Appeal rights must be specified in the final decision letter. At least one level of institutional appeal must be permitted, and the time limits in which to appeal and the permitted grounds for appeal must be articulated.

18. Further appeals shall be governed by the *Code* of the University of North Carolina.

B. Substantive Requirements: In each case there must be sufficient evidence supporting the decision and the sanction.

VII. Special Cases

A. If the ~~offense charged~~formal charge is also the subject of pending criminal charges, the institution must, at a minimum, allow an attorney advisor to accompany the student to the hearing. ~~Unless institutional policy generally allows attorneys to participate, the attorney may not participate. The attorney may confer with the student during the hearing so long as the attorney does not address the hearing official or committee, other parties or witnesses and does not delay or disrupt the proceeding.~~

B. Charges against multiple students involved in the same incident may be heard in a single case only if each student defendant consents to such a proceeding.

C. ~~Pursuant to the Campus Security Act,¹ in~~In cases of alleged sexual ~~assault, the accuser and the accused~~misconduct, ~~both parties~~ are entitled to ~~have~~the same opportunities to have others present during a disciplinary proceeding.²

D. ~~Pursuant to FERPA, victims~~Victims of crimes of violence must be notified of the results of the disciplinary proceeding of the alleged assailant. “Results” means the name of the student assailant, the violation charged or committed, the essential findings supporting the conclusion that the violation was committed, the sanction if any is imposed, the duration of the sanction and the date the sanction was imposed.³

E. When a student with a disability is charged with an offense, the institution will assure that all requirements of Section 504 of the Rehabilitation Act and the Americans ~~With~~with Disabilities Act are met.

Effective Date: This policy applies to all offenses committed on or after ~~July 1, 2003~~August ., 2013.

¹ ~~The disciplinary records of high school students at the North Carolina School of Science and Mathematics described in Sections VII.C.-D. of this Policy may not be disclosed without appropriate consent. [CFR 99.31(a)(13)]~~

² ~~The term “sexual misconduct” includes sexual assault, sexual battery, sexual coercion, rape, stalking, sexual violence and other forms of sexual misconduct. Furthermore, “both parties” refers specifically to the individual who claims to have been the victim of the sexual misconduct and the student who is alleged to have engaged in sexual misconduct.~~

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