



## Ohio Administrative Code

### Rule 3333-1-04 Standards for approval of associate degree programs.

Effective: March 10, 2016

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#### (A) Authority

This rule is adopted under authority conferred upon the chancellor of higher education by division (N) of section 3333.04 of the Revised Code:

Approve or disapprove all new degrees and new degree programs at all state colleges, universities, and other state-assisted institutions of higher education;

#### (B) Definitions

(1) A new undergraduate degree means a recognition or award for completion of a prescribed course of study in an institution of higher education designated by the recognized titles of associate of arts, associate of science, associate of applied business, associate of applied science, associate of technical study, associate of individualized study, bachelor of arts, bachelor of science, or other baccalaureate degrees in professional and technical fields of study such as the bachelor of education, bachelor of fine arts, bachelor of science in nursing, bachelor of social work, and so on.

(2) A new undergraduate program of study means any prescribed course of study in an institution of higher education which constitutes a major, technical major, minor, concentration or certificate (one year technical, short term technical, undergraduate, post-baccalaureate) leading to a recognized degree or specific employment situation which was not in effect as of September 20, 1963, and which has not been previously approved by the chancellor higher education.

(3) A state-assisted institution of higher education has the same definition as set forth in section 3345.011 of the Revised Code.

#### (C) Procedure for consideration



(1) Any state college, university, and other state-assisted institution of higher education that intends to award a new undergraduate degree or new undergraduate program of study must demonstrate compliance with the chancellors standards for academic programs as outlined in the Ohio department of higher educations manual, titled Guidelines and Procedures for Academic Program Review and available on the chancellors website [www.ohiohighered.org](http://www.ohiohighered.org). Compliance with the standards ensures that each institution of higher education meets basic expectations for academic degrees or instruction creditable toward such degrees. Institutions are responsible for maintaining all academic programming in accordance with the standards and for notifying the chancellor, as outlined in Guidelines and Procedures for Academic Program Review, of any substantive change.

(2) Any state college, university, and other state-assisted institution of higher education that requests approval to award a new undergraduate degree or new undergraduate program of study must submit information on the following items to the chancellor: accreditation status, institutional mission and governance, resources and facilities, academic policies, student support services, general education requirements, program operations, faculty credentials, faculty capacity, program curriculum, assessment, online learning (if applicable), prospective enrollment, projected financial needs to support the program and adequacy of expected subsidy and other income to meet program needs, alignment with the Ohios a and transfer policy, evidence of workforce need and student interest, and collaboration, coordination and program duplication.

(3) A member of the chancellors staff will assist an institution in the development and review of a request to award a new undergraduate degree or undergraduate program of study according to the processes outlined in the Guidelines and Procedures for Academic Program Review. The chancellor or a member of the chancellors staff may coordinate the submission of materials and review of a request with an institutional or specialized accrediting body in instances where the new undergraduate degree or undergraduate program of study will also be reviewed by such entities.

(4) The chancellor may, as part of the chancellors review, consider comments from the chancellors staff, peer review, public comment, or the outcome of an institutional or specialized accreditation review. The decision to approve or disapprove a request, and the conditions by which a request is approved or disapproved, lies solely with the chancellor.

(D) Review of new undergraduate degrees or new undergraduate programs of study that lead to



educator preparation licenses and endorsements

(1) Any state college, university, and other state-assisted institution of higher education that intends to award a new undergraduate degree or new undergraduate program of study that leads to an educator preparation license or endorsement must be approved by the chancellor pursuant to this rule as well as section 3333.048 of the Revised Code and rule 3333-1-16 of the Administrative Code. A member of the chancellors staff will assist the institution in the coordination of such reviews.

(E) Changes to approved undergraduate degrees or undergraduate degree programs

(1) Any state college, university, and other state-assisted institution of higher education that has been approved by the chancellor to award an undergraduate degree or undergraduate program of study may request approval to make changes to the program according to this rule. The chancellor or a member of the chancellors staff will assist the institution in the coordination of such reviews.

(2) Any state college, university, and other state-assisted institution of higher education that has been approved by the chancellor to award an undergraduate degree or undergraduate program of study that leads to an educator preparation license or endorsement may request approval to make changes to the program pursuant to this rule as well as section 3333.048 of the Revised Code and rule 3333-1-16 of the Administrative Code. The chancellor or a member the chancellors staff will assist the institution in the coordination of such reviews.

(F) Periodic review

(1) The chancellor reserves the right to perform periodic reviews of undergraduate degrees and undergraduate programs of study to ensure that the programs remain in compliance with the standards set forth in the Guidelines and Procedures for Academic Program Review. The chancellor or a member of the chancellors staff will assist the institution in the coordination of such reviews.

(2) The chancellor will perform periodic reviews of state colleges, universities, and other state-assisted institutions of higher education to ensure that each institution remains in compliance with the processes set forth in the Guidelines and Procedures for Academic Program Review. Institutions should notify the chancellor at least twelve months before the institutions reaffirmation review with



the higher learning commission of the north central association of colleges and schools and should communicate the results of the review to the chancellor at the conclusion of the review.

(3) An institution must inform the chancellor, according to the Guidelines and Procedures for Academic Program Review, any time an institutional or specialized accrediting body, or state licensing agency, informs the institution of a finding that could place the institutions or programs accreditation, or state licensing approval, in jeopardy. The chancellor or a member of the chancellors staff will work with the institution to determine the steps needed to maintain approval and to coordinate activities with the appropriate accrediting body or state agency.

(G) Effective date

The procedures established by this rule shall become effective upon adoption of this rule, and shall be applicable to all new undergraduate degree and undergraduate programs of study pending as of the effective date or submitted thereafter.