

- 3.4.1** The institution demonstrates that each educational program for which academic credit is awarded is approved by the faculty and the administration. **(Academic program approval)**

Judgment of Compliance

Compliance

Narrative

Albany State University demonstrates that each academic program for which credit is awarded is approved by the faculty and the administration of the university. Albany State University statutes [\[1\]](#) define the process by which educational programs for credit are approved. All programs originate at the departmental level initiated by program coordinators. All undergraduate programs must be approved by several units before they can be officially offered for credit by the institution. The process involves departmental approval, which occurs by simple majority of the departmental faculty. Once departmental approval is obtained, the program is reviewed by the Dean of the appropriate college, who then forwards it to the Vice President for Academic Affairs. The Vice President for Academic Affairs is responsible for presenting the program to the Faculty Senate Curriculum and New Programs Committee for inclusion on their agenda. The Faculty Senate Constitution and Bylaws [\[2\]](#) and the on-line ASU Faculty and Staff Handbook [\[3\]](#) both define the criteria for involvement of this committee. The Curriculum and New Programs Committee is chaired by the Vice President for Academic Affairs and consists of the Registrar, all academic chairs, deans, and a representative from the Faculty Senate.

Upon receiving approval by the Curriculum and New Programs Committee, the new academic program goes before the Faculty Senate for approval [\[4\]](#). Through the minutes of the Faculty Senate, the approved changes are sent to the Vice President for Academic Affairs, who then sends the program to the Board of Regents (BOR) for approval [\[5\]](#). Programs are not implemented until BOR approval has been received. A sample of minutes from the Curriculum and New Programs Committee provides an example of the process. [\[6\]](#)

At the graduate level, the process is the same with one exception. Once the programs are approved at the departmental level, recommendations are made to the Graduate Council for review and approval. Changes approved by the Graduate Council are forwarded to the Vice President for Academic Affairs and then to the Curriculum and New Programs Committee for approval. Then the process continues as indicated above with the undergraduate program. Please reference the Board of Regents Handbook on Academic Programs, Section 2:03.02 *New Academic Programs* with which Albany State University must comply [\[5\]](#).

Supporting Documentation

[1] [Programs are Approved, Statutes of Albany State University, page 20-21](#)

- [2] [Curriculum and New Programs Committee, Constitution and By-Laws of the Albany State University Faculty Senate, Page 20](#)
- [3] [Curriculum and New Programs Committee, Albany State University Academic Affairs Handbook, Albany State University: Academic Programs](#)
- [4] [Programs are Approved, Albany State University Faculty Handbook April 2007, pages 28-29](#)
- [5] [Board of Regents *Academic Policies*, Section 2.03.02: New Academic Programs - Board of Regents of the University System of Georgia](#)
- [6] [Sample Minutes, Minutes for Curriculum and New Programs Review](#)