



# Board of Governors Rule

Academics  
Program Review  
Responsible Unit: Provost's Office  
Adopted: May 22, 2018  
Effective: June 11, 2018  
Revision History: Prior BOG Policy 1  
(September 7, 2001).  
Review Date: April 2022

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## **BOG ACADEMICS RULE 2.2 PROGRAM CREATION AND REVIEW**

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### **SECTION 1. PURPOSE & SCOPE.**

- 1.1 The Rule sets forth the responsibilities of the Board and the University with regard to the creation of Academic Programs; the regular, periodic review of Academic Programs; and the continuation or discontinuation of Academic Programs.
- 1.2 This Rule shall apply to all Academic Programs of West Virginia University, West Virginia University Institute of Technology, and Potomac State College of West Virginia University.

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### **SECTION 2. PROGRAM CREATION AND APPROVAL.**

- 2.1 The University must establish and maintain a uniform, institutional standard for the categorization of all degree programs, majors, minors, areas of emphasis, and undergraduate and graduate certificate programs at current locations currently served by the University.
- 2.2 New additional locations offering fifty percent (50%) or more of the courses required for an Academic Program must be approved by the University and the Higher Learning Commission prior to program delivery; following these approvals, the new additional location shall be reported to the Board prior to implementation.
- 2.3 Any new Academic Program must be approved by the University, the Board, and then listed on the official inventory of degree programs maintained by the Policy Commission.
  - 2.3.1 Any new Academic Program proposed to be offered at a new location, not presently served by the University, must, pursuant to

W. Va. Code § 18B-1B-4(a)(39), be reviewed and approved by the Policy Commission.

- 2.4 The Provost shall establish a standard process for establishing new or changed academic programs that gives appropriate consideration to the University's financial and facility resources.
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### **SECTION 3. PERIODIC PROGRAM REVIEW.**

- 3.1 *Review by the Board.* Pursuant to W. Va. Code § 18B-2A-4(g) the Board shall, at least every five years, review all Academic Programs offered by the University; such review shall address the viability, adequacy, effectiveness, and necessity of the Academic Programs in relation to established state goals, objectives and priorities, the Master Plan, and the education and workforce needs of its responsibility district.
- 3.2 *Review by the University.* In order for the Board to efficiently conduct its review, the Provost shall develop a process for the University to evaluate, at a minimum, the following core components of each Academic Program: a) mission, b) faculty productivity, c) student enrollment and graduation history, d) facilities and equipment, f) assessment; and g) program improvement.
- 3.2.1 Where appropriate, the review of Academic Programs should coincide with the reviews required of the applicable accrediting bodies.
- 3.2.2 To establish additional assessment criteria for the review of Academic Programs, the University should conduct periodic studies of the University's graduates and their employers to determine placement patterns and the effectiveness of the education experience.
- 3.2.3 At the conclusion of the University's evaluation, the applicable Dean and department chair or program coordinator/director shall be notified of the Provost's preliminary recommendation to the Board. Thereafter, the department chair or program coordinator/director may appeal the Provost's final recommendation to the Institutional Program Review Appeals Committee. The result of any appeal shall be final.
- 3.2.4 To ensure a broad based representation in the appeal of a particular program review, the Provost shall establish a Program Review Appeals Committee; members will include the Vice Provost, the relevant associate provost, the program review officer, a representative from the Dean's

Office of the program's home college, two representatives from different colleges' dean's offices, and the Faculty Senate chair.

- 3.3 *Recommendation to the Board.* Upon completion of a program review, the Provost shall present to the Board one of the following recommendations:
- 3.3.1 Continuation of the Academic Program at the current level of activity, with or without specific action. If specific action is recommended, such recommendation must include a timeline and required response (if any).
    - 3.3.1.1 Programs recommended for continuation at the current level of activity may also be recommended for recognition as a "Board of Governors Program of Excellence."
  - 3.3.2 Continuation of the Academic Program at a reduced level of activity (e.g., reducing the range of optional tracks or majors).
  - 3.3.3 Identification of the Academic Program for further development.
  - 3.3.4 Development of a cooperative program with another Academic Program, or sharing of courses, facilities, and the like.
  - 3.3.5 Discontinuation of the Academic Program; such a recommendation shall be accompanied with detailed rationale and a proposed plan for addressing the effects upon students, faculty, and equipment, etc.
- 3.4 *Action by the Board.* The Board may request additional information or request that further analysis of an Academic Program be made by prior to accepting a recommendation regarding an Academic Program.
- 3.4.1 The Policy Commission shall be notified in the event that a degree program is terminated.

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#### **SECTION 4: DEFINITIONS.**

- 4.1 "Academic Program" means any academic program that grants a certificate, associate, baccalaureate, graduate, or professional degree upon its completion as well as other curricula, including minors, areas of emphasis, and teacher specializations.
- 4.2 "Master Plan" is defined in BOG Governance Rule 1.2 – Administration.
- 4.3 "Provost" means the Provost of West Virginia University or his or her designee.

- 4.4 “Policy Commission” refers to the West Virginia Higher Education Policy Commission.
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**Section 5: DELEGATION.**

- 5.1 The Board of Governors delegates to the Provost the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Rule or in furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.
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**SECTION 6: AUTHORITY.**

- 6.1 W. Va. Code § 18B-1-6, § 18B-2A-4(g).
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**SECTION 7: SUPERSEDING PROVISIONS.**

- 7.1 This Rule supersedes and replaces Higher Education Policy Commission (“HEPC”) Series 10 (W. Va. Code R. §§ 133-10-1 to -7.4.1), which was effective October 10, 2008 and any other Rule of the HEPC which relates to the subject matter contained within this Rule. This Rule also repeals and supersedes WVU BOG Policy 1 – Program Review, which was adopted on September 7, 2001, any other internal academic policy or procedure which relates to the subject matter contained within this Rule.