

Revised July 14, 1999

Definitions for *New Program* and *Reasonable and Moderate Extension (RME)* at Public Universities

	Program Change	Action
1	Creation of a new non-credit program or a program of study composed of credit courses that does not result in the formal award of a degree ¹	No reporting and no action
2	Creation of a new unit that does not have an instructional, research, or public service mission, including new units that might be named department, division, center or institute. ²	No reporting and no action
3	Addition of a new organized set of courses within a major (e.g., option, concentration, specialization, or sequence) to an existing degree program.	Annual Listing of Changes
4	Addition of an externally funded research or public service activity labeled as a center or institute because of grant requirements. The activity is temporary, not formally organized, and has no continuous mission.	Annual Listing of Changes
5	Addition of a new minor.	Annual Listing of Changes
6	Change in a degree title (e.g., the name of a discipline or major without changes in objectives or content such as the change from “medical technology” to “clinical laboratory sciences”).	Annual Listing of Changes
7	Change in the name of an administrative (including departments), research, or public service unit.	Annual Listing of Changes
8	Elimination of an existing degree program.	Annual Listing of Changes
9	Reorganization, restructuring, consolidation, elimination, and other changes of existing administrative (including departments), research, or public service units that does not result in an increase in subunits.	Annual Listing of Changes
10	Creation of a certificate program in a field in which there is a previously approved degree program (e.g., undergraduate certificates at Levels 1 and 2 from a prior approved bachelor’s program; post-baccalaureate certificates at Level 5 from a prior approved master’s program; a post-master’s certificate from a prior approved doctoral degree program; or post-degree first-professional certificates at Level 9 from a previously approved first-professional degree in the field).	Annual Listing of Changes

¹ A “formal award of a degree” means that a formal document is awarded to the student, and is a notice that the award has been conferred by a college, university or board of trustees and appears permanently on the student’s transcript. Formal awards generally do not include continuing education credits or certificates, certificates of completion, or other forms of recognition issued by departments or individual faculty members, including most “professional development sequences.”

² Most student services, advising and counseling, administrative activities, and co-curricular activities do not have an instructional mission, research, or public service mission.

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**Definitions for New Program and Reasonable and Moderate Extension (RME) at Public Universities
(cont.)**

	Program Change	Action
11	Creation of a joint degree program from two previously approved programs.	Annual Listing of Changes
12	Creation of a new formally organized research or public service unit that has a temporary mission of up to five years. (Criteria for continuation and a date for submission and request for permanent approval should accompany the RME).	RME
13	Creation of a certificate program in a field or at a level in which there is not a previously approved degree program at that level or a higher level.	RME
14	Creation of a new program that results from the reorganization or restructuring of the curricular elements of an existing program that have over time evolved into separate and distinct programs (e.g., split into two, or options have evolved into separate programs).	RME
15	Reclassification (change of CIP) of a program resulting from incremental changes or consolidation of two or more degree programs into a single program.	RME
16	Changes in degree designation at the same level (e.g., BA to BFA, BBA. to BS, or DBA. to PhD).	RME
17	Creation of a degree program (excluding certificate programs) in a new field or at a new level (based on CIPS or IPEDS definitions).	Board Action
18	Creation of new units of instruction, research, or public service that involve a change or expansion in mission, including programs, departments, colleges, centers or institutes, or other formally organized units.	Board Action
19	Creation of a new campus.	Board Action

Program Listing. Each public university will submit a list of program changes annually on June 20. Appropriate changes to the program inventory will be made. The IBHE staff will reserve the authority to advise that a change is inconsistent with common practices or definitions in higher education, and recommend corrective action. (E.g., if a specialization were added that is commonly considered a major, the staff would recommend that the institution seek approval for a new program in the future.)

Reasonable and Moderate Extension (RME). An RME request consists of a brief description of the proposed changes. Based on criteria related to program objectives, clientele and resources, the staff will determine if the proposed change is a reasonable and moderate extension of existing program authority.

Board Action. A fully developed proposal will be submitted. The staff will review the proposal and formulate a recommendation. The Board will formally approve or deny.