

**ARIZONA BOARD OF REGENTS
POLICY MANUAL**

2-223 Academic Locations, Degree Programs, and Organizational Units

Revision Dates

9/27/2024, 6/15/2023 (effective 7/1/2023), 2/12/2021, 9/20/2019, 9/27/2018, 4/6/2018 (effective 7/1/2018), 2/9/2018, 11/17/2017, 2/8/2013 (adopted)

A. New Academic Locations in Arizona

1. From time to time, a university may desire to open a new physical academic location in Arizona.
 - a. ‘Physical Academic Location’ denotes a campus, statewide learning center, site, or discrete locality within Arizona where a university offers a degree program on-location.
 - b. A new physical academic location in Arizona is a place in Arizona separate from any existing campus, statewide learning center, site, or discrete locality where instruction takes place and students can complete 50 percent or more of the courses leading to a degree program.
 - c. This policy does not apply to solely online programs or existing academic program offerings as part of a limited enrollment partnership at a unique location in Arizona.
2. Prior to publicly announcing, marketing, soliciting applications for, or delivering any degree at a new location within Arizona, a university must follow the process described in this policy.
3. A university proposing a new location within Arizona must provide written notice to, and consult with, the other Arizona public universities.
 - a. Notice and consultation must adhere to the following protocols:
 - (1) The board office will develop the notice criteria and format and have discretion as to whether a proposing university has submitted proper written notice.
 - (2) Written notice may be provided electronically.
 - b. University that receives proper notice from a proposing university of an intent to open a new location within Arizona must respond in writing detailing any objections to the proposing university within seven days. Any written objection may be provided to the University

- Governance and Operations Committee as part of the committee materials accompanying the proposing university's request for a new location.
- c. Failure to provide written objection within seven days of receiving notice will be considered constructive assent to the proposing university's new location.
4. A proposing university's request to the Arizona Board of Regents' office to open a new academic location within Arizona must include:
 - a. An analysis of the prospective student market served by the degree offerings at the new location, including projected enrollment figures for the first three years of operation;
 - b. Details of any partnering institutions or entities and the terms of any partnership agreement(s);
 - c. Estimated timelines for opening; and
 - d. A financial plan and budget detailing the institutional costs and benefits associated with establishing and operating at the new location.
 5. The University Governance and Operations Committee will consider the proposing university's request at its next regularly scheduled committee meeting, along with any written objections from the other universities. The University Governance and Operations Committee will make a recommendation to the board that the board approve, reject, or modify the new location proposal.
 6. Upon receiving the committee's recommendation, the board will vote on the proposal of the new location at a regularly scheduled board meeting.
 7. A new academic location requires a majority vote of the board prior to opening.
- B. New Academic Location Outside of Arizona**
1. From time to time, a university may desire to open a new physical location outside of Arizona.
 - a. 'Physical Academic Location' denotes a campus, statewide learning center, site, or discrete locality outside of Arizona where a university offers on-location academic degree programming.

- b. A new physical academic location outside Arizona is a place outside Arizona separate from any existing campus, statewide learning center, site, or discrete locality where instruction takes place and students can complete 50 percent or more of the courses leading to a degree program.
 - c. This policy does not apply to solely online programs or academic program offerings as part of a limited enrollment partnership.
 2. Prior to publicly announcing, marketing, soliciting applications for, or delivering any academic degree at a new location outside Arizona, a university must follow the process described in this policy.
 3. A request to the Arizona Board of Regents' office to open a new academic location outside Arizona must include:
 - a. An analysis of the prospective student market served by the degree or certificate offerings at the new location, including projected enrollment figures for the first three years of operation;
 - b. Details of any partnering institutions or entities and the terms of any partnership agreement(s);
 - c. Estimated timelines for opening; and
 - d. A financial plan and budget detailing the institutional costs and benefits associated with establishing and operating at the new location.
 4. The University Governance and Operations Committee will consider the proposing university's request and make a recommendation to the board that the board approve, reject, or modify the proposing university's new location request.
 5. Upon receiving the committee's recommendation, the board will vote on the proposal of the new location outside of Arizona at a regularly scheduled board meeting.
 6. A new academic location requires a majority vote of the board prior to opening.
- C. New Academic Degree Programs

1. From time to time, a university may desire to offer a new academic degree program (i.e., major).
2. Prior to publicly announcing, marketing, soliciting applications for, or delivering a new academic degree, a university must follow the process described in this policy.
3. A university proposing a new degree within Arizona must provide written notice to, and consult with, the other Arizona public universities.
 - a. Notice and consultation must adhere to the following protocols:
 - (1) The board office will develop the notice criteria and format. The board office will have discretion as to whether a proposing university has submitted proper written notice.
 - (2) Written notice may be provided electronically.
 - b. The university must provide notice at least 14 days prior to the distribution of University Governance and Operations Committee materials.
 - c. Upon receiving proper written notice of a new degree program request, a university's Chief Academic Officer has seven days to provide a written objection to the proposing university and the board office. The objection may be shared with the committee as part of the committee materials.
 - d. Failure to provide a written objection detailing concerns is deemed to be constructive assent to the new degree program.
 - e. If another public university objects to the new degree program, the proposing university must make a good faith effort to address the concerns detailed in the written objection prior to having the new degree program considered by the University Governance and Operations Committee.
4. A request for a new academic degree program must include:
 - a. A description of the academic degree, delivery methods, location, and major.
 - b. Projected enrollment figures for the first three years of operation;

- c. An analysis of the labor market demand for the new degree, including specific data on the employment prospects for graduates of the new degree;
 - d. The number of credit hours to complete the degree;
 - e. Anticipated student academic fees associated with the new degree;
 - f. A description of the new resources necessary for establishing and operating the new degree;
 - g. A clear description of learning outcomes and the methods that will be used to assess learning outcomes;
 - h. Where applicable, a list of similar degrees that are already offered by other Arizona public universities.
5. The committee will make a recommendation to the board to approve, reject or modify the new academic degree program.
 6. Upon receiving the committee's recommendation, the board will vote on the new academic degree at a regularly scheduled board meeting.
 7. A new academic degree program requires a majority vote of the board for approval.
 8. All academic degree program information included in university catalogs and marketing materials must be consistent with board actions taken in accordance with this policy.
- D. Novel Combination of an Existing Degree and an Existing Location within Arizona
1. From time to time, a university may desire to extend an existing degree program to an existing location within Arizona.
 2. Prior to publicly announcing, marketing, soliciting applications for, or delivering a novel combination of a board approved program at a board approved location the university must provide notice to, and consult with, the other Arizona public universities and follow the process described in this policy.
 - a. Notice and consultation must adhere to the following protocols:

- (1) The board office will develop the notice criteria and format. The board office will have discretion as to whether a proposing university has submitted proper written notice.
 - (2) Written notice may be provided electronically.
 - b. Following proper notice from a proposing university, any objections must be made in writing within seven days.
 - c. Failure to object to the requesting university proposal within seven days of receiving notice will be considered constructive assent and the proposing university may immediately extend the approved degree to the operative location.
 - d. If another university objects, the proposing university must make a good faith effort to address the concerns detailed in the written objection. Evidence of the proposing university's good faith effort to consult and resolve the concerns of the objecting university may be supplied at the request of the Chair of the University Governance and Operations Committee.
 3. Upon receiving an objection to the novel combination of degree and location, board staff will place the proposal on the next regularly scheduled University Governance and Operations Committee agenda.
 4. The committee will take-up the proposal and will make a recommendation to the board to approve, reject or modify the novel combination of degree and location.
 5. Upon receiving the committee's recommendation, the board will vote on the proposal at a regularly scheduled board meeting. Approval requires a majority vote of the board.
 6. All academic degree program information included in university catalogs and marketing materials must be consistent with board actions taken in accordance with this section of the policy.
- E. Disestablishment, Renaming, or Transfer of an Academic Degree Program
1. From time to time, a university may wish to disestablish, rename, or transfer between organizational units an academic degree program.
 2. The Board Executive Director must approve a degree program disestablishment, renaming, or transfer.

3. The Board Executive Director may direct the university to submit to the University Governance and Operations Committee for review and board approval any changes that the Executive Director deems to be of major significance.
 4. Upon request of the Chair of the University Governance and Operations Committee, the Board Executive Director will report to the committee for any specified timeframe, the academic changes authorized under this section of the policy.
- F. Material Revisions to Existing Academic Program Credit Requirements
1. From time to time, a university may wish to revise a degree program to:
 - a. Require more than 120 credits in an undergraduate program; or
 - b. Change more than 25 percent of the required courses in the degree requirements for a specific major.
 2. Prior to publicly announcing, marketing, soliciting applications for, or delivering an academic program with material revisions to the existing credit requirements, a university must follow the process described in this policy.
 3. The Board Executive Director must approve a material revision to degree program credit requirements.
 4. The Board Executive Director may direct the university to submit to the University Governance and Operations Committee for review and Board approval any request for material revision that the Executive Director deems to be of major significance.
 5. Upon request of the Chair of the University Governance and Operations Committee, the Board Executive Director will report to the committee for any specified timeframe, the material revisions authorized under this section of the policy.
- G. Academic Organizational Units
1. From time to time, a university may desire to establish a new academic organizational unit as defined in ABOR policy 2-222.
 2. Prior to publicly announcing the establishment of a new academic organizational unit, a university must follow the process described in this policy.

3. To obtain approval for a new organizational unit, the universities must lodge a request with the board office.
 4. Upon receiving the request to establish a new organizational unit, the committee chair will place the request on the next regularly scheduled University Governance and Operations Committee agenda.
 5. A request to establish a new organizational unit must include the following information:
 - a. The rationale for the new unit and its relationship to the university's mission and enterprise goals;
 - b. The number of students to be served;
 - c. The number of faculty and other positions needed for the unit to operate; and
 - d. How the new unit will be funded.
 6. The board office will develop a standard format for requests.
 7. The committee will make a recommendation to the board to approve, reject or modify the request for a new organizational unit.
 8. Upon receiving the committee's recommendation, the board will vote on the request for a new organizational unit at a regularly scheduled board meeting.
 9. A new organizational unit requires a majority vote of the board.
- H. Disestablishment, Merger or Renaming of an Academic Organizational Unit
1. From time to time, a university may desire to disestablish, merge, or rename an academic unit.
 2. Prior to publicly announcing the disestablishment, merger, or renaming of a new academic organizational unit, a university must follow the process described in this policy.
 3. The Board Executive Director must approve the disestablishment, merger, or renaming of an academic unit.

4. A proposal to the board office to disestablish or merge an academic unit must:
 - a. Provide a rationale for the proposed disestablishment or merger of an academic unit;
 - b. Outline the benefit to the university; and
 - c. Provide information on any financial savings that may be realized from the change.
 - d. Explain how student, faculty, and staff will be impacted by the proposed change.
 5. The Board Executive Director is authorized to approve organizational unit name or title changes.
 6. Upon request of the chair, the Board Executive Director will report to the University Governance and Operations Committee name changes authorized by the Executive Director.
 7. All information concerning academic organizational units included in university catalogs must be consistent with this section of the policy.
- I. Academic Location and Program Inventories
1. Each university will keep an up-to-date inventory of academic locations and programs.
 2. Each university will submit to the board office annually:
 - a. An academic program inventory listing all academic programs in which students are currently enrolled; and
 - b. The enrollment, location, delivery method, modality and other requested information for each academic program listed in the inventory.
 3. The board office will develop and maintain a common format for submissions.
- J. Academic Minor Programs

1. A university may offer a minor program without board review if the new minor has the same name as an existing major program and the courses constituting the minor are drawn from approved courses for that major.
2. The Board Executive Director must approve all other new or renamed minor programs.
3. A request to establish or rename a minor must include a name and description of the academic minor, delivery methods, location, number of credit hours, and any anticipated student academic fees associated with the minor.
4. The Board Executive Director may direct the university to submit to the University Governance and Operations Committee for review and board approval any new or renamed minor request that the Executive Director deems to be of significance.
5. Upon request of the Chair of the University Governance and Operations Committee, the Board Executive Director will report to the committee for any specified timeframe, the academic minors authorized under this section of the policy.

K. Announcements, Marketing, Recruiting, and Program Delivery

1. A university may start developing informational materials and communicate with counselors and key staff in schools or collaborating organizations to provide information on the planned or changed program or unit prior to submitting a request to the board.
2. Upon submitting all relevant materials (including objections and concerns from another university where applicable) requesting approval of any items in this policy to the board office, a university may request permission for an early announcement of the planned or changed program or unit. Such requests are expected to be infrequent and shall include a justification for why the announcement needs to occur earlier than the next regularly scheduled board meeting.
3. The Board Executive Director may approve or deny the request for an early announcement.
4. If approved, a university may take steps to inform stakeholders, including prospective students, with a prominent disclaimer that the proposed program or unit "has been submitted to the Arizona Board of Regents and is pending approval." Additionally, the disclaimer for a proposed program

will state that the university is “not yet actively recruiting or enrolling students for the prospective program.”

5. A university may not take any other steps to actively recruit or enroll students into a prospective academic program until it is formally approved by the Board or the Board Executive Director, as appropriate.

L. Academic Council

1. A four-member Academic Council is established and charged with collaborating and coordinating academic program activities among Arizona’s public universities.
2. Academic Council membership consists of the universities’ Chief Academic Officers and one ABOR designee.
3. The Academic Council’s purpose is to support the Enterprise Executive Committee in enterprise planning and management with regards to academic programming. This council is a managerial working group and not an ABOR subcommittee.
4. The Academic Council may meet as often as necessary, but at least once prior to each regularly scheduled University Governance and Operations Committee.

Policy History

2/8/2013	Adopted by the Board on second reading.
11/17/2017	Policy revision approved by the Board on first reading with immediate implementation.
2/9/2018	Policy revision approved by the Board on second reading.
4/6/2018	Policy revision approved by the Board to be effective 7/1/2018.
9/27/2018	Policy revised to reflect “Executive Director” of the Board in place of “President.”
9/20/2019	Policy revision approved by the Board on second reading.
2/12/2021	Policy revision approved by the Board on second reading.
6/15/2023	Policy revision approved by the Board on second reading, effective 7/1/2023.
9/27/2024	Policy revision approved by the Board on second reading.

Related Information