

Western Illinois University

DEVELOPMENT PROCESS FOR NEW DEGREE, OPTION, CONCENTRATION, OR CERTIFICATE

1. Feasibility Study (may be completed at any time)
2. Curriculum Development (after Academic Vice President approves Feasibility Study)
3. CCPI/Senate approval for undergraduate programs or Graduate Council approval for graduate programs.
4. Academic VP approval.
5. WIU Board of Trustees approval, if required.
6. IBHE approval, if required.
7. NCA/Higher Learning Commission approval, if required.

FEASIBILITY STUDY GUIDELINES

A. Feasibility Study for New Degree Program

Submitting a feasibility study is the first step in developing a new degree proposal. Feasibility studies may be conducted anytime during the academic year.

Information to be included in the feasibility:

- Specific evidence of student interest, including projected enrollments in years 1-5
- Specific job openings for which the degree program applies
- Impact on local and Illinois economy
- Comparable degree programs at peer institutions and success in job placement
- Results/impact for the department structure, including budgetary needs (equipment needs, special space requirements, and library resources needed)
- Results/impact for faculty workload assignments (including need for new faculty)
- Department Chair and Dean recommendations

B. Feasibility Study for New Option, Concentration, or Certificate

Submitting a feasibility study is the first step in developing a new option, concentration, or certificate proposal. Feasibility studies may be conducted anytime during the academic year.

Information to be included in the feasibility:

- Specific evidence of student interest, including projected enrollments in years 1-5
- Comparable options, concentrations, certificates, or other programs of study at peer institutions
- Results/impact for the department structure, including budgetary needs (equipment needs, special space requirements, and library resources needed)
- Results/impact for faculty workload assignments (including need for new faculty)
- Department Chair and Dean recommendations

C. The Provost will review the feasibility study and take one of the following actions:

1. Recommend for inclusion in the department's Consolidated Annual Report, Planning Document and Budget Request (normally required if funds are requested).
2. Approve for immediate curriculum development and submission through the appropriate University channels.