



# **Program and Facility Approval Policies and Procedures**

**Washington Higher Education  
Coordinating Board**

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# Program and Facility Approval Policies and Procedures

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## OVERVIEW

The Higher Education Coordinating Board (HECB) is charged with overseeing state higher education resources. A key aspect of this role is the planning and coordination of academic programs and off-campus facilities, including teaching sites and centers.

The *2004 Strategic Master Plan for Higher Education* lays out two goals that guide the work of the HECB:

- 1) Increasing opportunities for students to earn degrees, and
- 2) Developing a higher education system responsive to the state's economic needs.

Key strategies in the master plan to assist in achieving these goals include the development of new planning tools and the integration of previously separate approval processes for new degree programs with the purchases and leases of major off-campus facilities.

The policies and procedures outlined in this document reflect changes in the law (RCW 28B.76.230) and to implement the *2004 Strategic Master Plan for Higher Education*. This document integrates degree and program approval for the four-year public institutions with the planning process for centers and other off-campus facilities. The board last approved revisions to its *Guidelines for Program Planning, Approval and Review* in January 2001, (Resolution No. 01-02) and revisions to its *Off-campus Property Acquisition Policy* in April 1992, (Resolution No. 92-16). The *Program and Facility Approval Policies and Procedures* replaces these two documents.

The goal of the Program and Facility Approval Policies and Procedures is to develop a process for program approval that provides clear criteria for program approval and offers ample opportunity for interested parties to provide feedback on program proposals. The revised policies and procedures provide institutions and the HECB with two new planning tools:

- 1) A statewide and regional assessment of student, employer, and community needs for degrees and education, and
- 2) A program and facility inventory that identifies academic degree program offerings and the facilities where programs are offered for both public and private institutions.

Policies reflect the board's vision of allowing off-campus programs to develop progressively from teaching sites to learning centers and, under certain circumstances, into new colleges or universities.

The policies and procedures cover seven areas of authority assigned to the board. The Legislature revised the board's authority in 2004 under HB 3103, and again in 2005 under HB 1794, recently signed by Governor Gregoire.

The law gives the board authority for approving:

- New degree programs by a four-year institution;
- Creation of any off-campus programs by a four-year institution;
- Purchase or lease of major off-campus facilities by a four-year institution or a community or technical college;
- Creation of higher education centers and consortia;
- New degree programs and creation of off-campus programs by an independent college or university in collaboration with a community or technical college;
- Applied baccalaureate degree programs developed by a community or technical college under Section 6 of HB 1794 (Section 6 created a process for the State Board for Community and Technical Colleges to select four community or technical colleges to develop and offer applied baccalaureate degrees on a pilot basis); and
- Agreements between a community or technical college and one or more regional universities, branch campuses, or state colleges to offer baccalaureate degree programs under the pilot program established in Section 12 of HB 1794.

The following programs and facilities are *not* subject to the board's policies and procedures:

- Noncredit programs of the four-year institutions;
- Programs offered by independent colleges and universities and out-of-state institutions (these programs are subject to approval under the HECB's policies and procedures related to Degree Authorization available at: <http://www.hecb.wa.gov/autheval>);
- Lease and purchase of non-major off-campus facilities, agricultural research facilities, and marine vessels.

The board delegates to the executive director the authority to review and update the *Program and Facility Approval Policies and Procedures* document as needed to incorporate policy changes adopted by the board and Legislature.

## POLICIES AND AREAS OF AUTHORITY

### Policies

The governing boards of the public higher education institutions (e.g., Board of Regents, Board of Trustees) are charged with developing new degree programs and assessing the academic quality of the curriculum, evaluating the capacity of the institutions to offer programs efficiently, and using resources wisely.

The HECB has statutory responsibility for approving baccalaureate and graduate degree programs and off-campus facilities offered by the public four-year institutions (and, in instances where required by statutory authority, the public two-year institutions). The HECB implements its statutory authority by adopting policies and procedures contained in the document, *Program and Facility Approval Policies and Procedures*.

The HECB will approve new baccalaureate and graduate degree programs and off-campus facilities that align with and/or implement the statewide strategic master plan strategies to increase opportunities for students to earn degrees and respond to the state's economic needs. Board approval will be based on evidence that the program or off-campus facility is likely to:

- Support the unique role and mission of the institution(s);
- Foster high-quality programs that enable students to complete their studies in a reasonable amount of time;
- Meet state and/or regional student, employer, and community needs;
- Provide access for diverse student populations;
- Demonstrate that the need is commensurate with the costs to be incurred and represents an effective use of fiscal resources; and
- Be free from unnecessary program duplication.

Board policy and procedures address several areas of authority. The enabling authorization is Washington state statute and/or board policy necessary to implement the board's responsibilities.

## Areas of Authority

### A. New Degree Programs

- A-1 New Degree Program** – The HECB approves new baccalaureate and graduate programs offered by Washington public colleges or universities. *RCW 28B.76.230 (5)(a)*
- A-2 Program and Facility Inventory** – The HECB maintains a program and facility inventory. The inventory includes all postsecondary credit degree and certificate programs, including locations where programs are offered which are approved for planning or implementation in Washington. *RCW 28B.76.230 (2)(b)*
- A-3 State and Regional Needs Assessment** – On a biennial basis, the HECB will publish a state and regional needs assessment. The needs assessment includes projections of enrollments and degree programs at public and private institutions. The assessment will consider student, employer, and community demand for postsecondary enrollment and degrees. The assessment will be an integral part of the program planning and approval process. *RCW 28B.76.230 (1)(2)*
- A-4 Approval to Plan a New Degree Program** – The HECB approves initial plans for new baccalaureate and graduate degree programs. Planning authority will expire two years from approval. *RCW 28B.76.230 (5)(a)*
- A-5 New Degree Proposal** – Once institutional planning is complete, the HECB approves new baccalaureate and graduate degree programs proposals. The institution must enroll students within three years following approval or approval is rescinded. *RCW 28B.76.230 (5)(a)*
- A-6 Extension of an Existing Program to a New Location** – The HECB approves the extension of existing degree programs to new locations or via distance delivery. *RCW 28B.76.230 (5)(b)*
- A-7 Program Assignment** – The HECB determines whether certain major lines of study or types of degrees, including applied degrees or research-oriented degrees, are assigned uniquely to some institutions or institutional sectors in order to create centers of excellence that focus resources and expertise. *RCW 28B.76.230 (4)*
- A-8 Applied Baccalaureate Degrees of Two-Year Institutions** – The HECB approves applied baccalaureate degree programs offered by Washington community and technical colleges. *RCW 28B.76.230 (5)*



- A-9 Agreements Between Community or Technical Colleges and a Regional University, State College, or Branch Campus to Offer Baccalaureate Degree Programs** – The HECB approves agreements, as authorized under HB 1794 Section 12, between a community or technical college and a regional university, state college, or branch campus to offer baccalaureate degrees. *RCW 28B.50 (HB 1794 Section 12)*
- A-10 New Degree Programs and Creation of Off-campus Programs Established through Collaboration between a Community or Technical College and an Independent College or University** – The HECB approves new degree programs and creation of off-campus programs by an independent college/university in collaboration with a community or technical college. *RCW 28B.76.230 (5)(e)*
- A-11 Change in Title and/or Classification of Instructional (CIP) Code of Academic Program** – The HECB approves changes in the title and/or CIP code of a previously approved baccalaureate or graduate degree program. *RCW 28B.76.230 (2)(b)*
- A-12 Discontinuing a Program** – When discontinuing a program through suspension, termination, or merger of two or more academic degree programs, the institution must notify the HECB. *RCW 28B.76.230 (8)*
- A-13 Non-credit Program** – Non-credit programs delivered by the institutions on a self-supporting (fee) basis that do not require the expenditure or use of any state funds are *not* subject to board approval.

## **B. New Off-campus Facilities and Off-campus Property Acquisitions**

- B-1 New Off-campus Instructional Facilities** – The HECB approves new off-campus instructional facilities whether through lease arrangement or purchase within the following categories: teaching site, center, system campus, or new four-year institution. *RCW 28B.76.230 (5)(b)(c)(d)*
- B-2 Change in Status of Off-campus Facilities** – The HECB approves changes in the classification of a previously approved off-campus teaching facility (or recommends legislation to implement a change when required). *RCW 28B.76.230 (5)(d)*
- B-3 Relocation or Renaming of Existing Off-campus Facility** – Institutions are required to notify the HECB of any change in address for an existing teaching site, center, or campus. *RCW 28B.76.230 (5)*
- B-4 Acquisition of Major Off-campus Facilities** – The HECB approves the acquisition of major off-campus facilities for the public universities and community and technical colleges. *RCW 28B.76.230 (5)(c)*

### C. Continuing Degree Programs and Locations

- C-1 Biennial Review of Academic Enrollments, Programs, and Locations** – Biennially, the HECB reviews institutions’ academic enrollments, programs, and locations where programs are offered. This review includes the status of new degree and certificate programs initiated within the previous five-year period, and current degree and certificate programs offered at off-campus locations. *RCW 28B.76.230 (2)(b)*
- C-2 Continuing Internal Academic Program Review** – The HECB requires the institutions to review each existing academic degree program on a cycle adopted by the institution (e.g., every five, seven, or 10 years). After completion of the internal program review, the institution submits a Continuing Program Review Report to the HECB. The HECB may request additional information about specific degree programs in order to carry out statewide planning and coordination functions. [1993 C 363 § 1]
- C-3 Status of Institutional Programs by Location** – The HECB periodically verifies and reports on the location and size of institutional programs. *RCW 28B.76.230 (2)(b)*

## PROCEDURES BY AREA OF AUTHORITY

The following procedures contain the areas of HECB authority listed by letter and number (e.g., A-1) in bold followed by procedures for implementation. Forms to implement procedures are provided in Appendix B.

All correspondence and forms should be directed to: Higher Education Coordinating Board, Program and Facility Approval, PO Box 43430, Olympia, WA 98504-3430, or [pfa@hecb.wa.gov](mailto:pfa@hecb.wa.gov)

### A. New Degree Programs:

- A-1 New Degree Program – The HECB approves new baccalaureate and graduate degree programs offered by a Washington public college or university.**  
*RCW 28B.76.230 (5)(a)*

A new degree program application to the HECB includes a two-step process: 1) degree program planning pre-approval, and 2) a degree program proposal.

Definitions of the degree programs that fall under this policy are as follows:

- The ***degree or certificate program*** is a course of study with a prescribed set of requirements, which a student must complete. It is identified by a specific degree title and a specialized body of knowledge reflected normally as a major subject matter area. The name of the degree major or certificate must reflect accurately the skills, competencies, and knowledge to be attained in the course of study.
- A ***baccalaureate degree*** is an undergraduate degree normally representing about four years of full-time college study (no fewer than 120 semester or 180 quarter credits) or its equivalent in depth and quality of learning experience.
- A ***credit-based certificate program*** reviewed by the HECB is of a depth and/or length that approaches or exceeds the requirements of an undergraduate major or a Masters degree. Baccalaureate level certificates of at least 45 quarter credits or 30 semester credits and graduate level certificates of at least 36 quarter credits or 24 semester credits which contain a recognizable body of instruction for which a certificate is awarded and Transcribed are subject to review by the HECB.
- A ***master's degree program*** normally represents about one to two years of full time post-baccalaureate study (no fewer than 24 semester hours or 36 quarter hours beyond a bachelor's degree) or its equivalent in depth and quality. Some degrees emphasize research while others emphasize practical application of knowledge in the field. A professional master's program normally requires up to two years or the equivalent of coursework beyond the baccalaureate level.
- A ***doctoral degree program*** normally requires three years or more of graduate level coursework. Some degrees emphasize research and require an original research thesis or project. A professional doctoral degree emphasizes application of knowledge in the field.

When there is doubt about whether a curriculum modification or group of courses should be classified as a new degree program, the HECB should be contacted for advice. For example, what may seem like a new program requiring a proposal based on these guidelines, may actually be a request to rename a program or to consolidate several existing programs. Cases such as these may be settled after an exchange of correspondence and a routine decision, rather than on the basis of a fully developed proposal. Conversely, a coherent series of courses offered on a regular schedule may constitute a new program, and result in an institution being asked for a degree program proposal.

**A-2 Program and Facility Inventory – The HECB maintains a Program and Facility Inventory (PFI). The inventory includes all postsecondary credit degree and certificate programs and the locations where programs are offered that are approved for planning or implementation in Washington.**

*RCW 28B.76.230 (2)(b)*

The HECB develops and maintains a public information and academic planning tool – the Washington Higher Education Program and Facility Inventory. The inventory is a statewide web-accessible inventory (database) of higher education programs. It includes the following: 1) all college-level programs approved for veteran's benefits at the two- and four-year institutions; 2) programs from the degree-authorized institutions; and 3) programs approved by the HECB and SBCTC for operation in Washington.

The HECB publishes the annual date for corrections to the inventory. Two-year institutions will annually review their program information and send corrections to the SBCTC, which will provide corrections to the HECB. The four-year institutions will annually review their program information and submit corrections to the HECB directly. The inventory will be available at the HECB Web site at [www.hecb.wa.gov](http://www.hecb.wa.gov).

**A-3 State and Regional Needs Assessment – On a biennial basis, the HECB will publish a state and regional needs assessment. The needs assessment includes projections of enrollments and degree programs at public and private institutions. The assessment will consider student, employer, and community demand for postsecondary enrollment and degrees. The assessment will be an integral part of the program planning and approval process.**

*RCW 28B.76.230 (1)(2)*

New academic program proposals will reference the statewide and regional needs assessment developed by the HECB, in collaboration with other agencies and the public and private colleges and universities.

The HECB will evaluate programs submitted for approval on the basis of the degree to which they align with state needs outlined in the statewide needs assessment and the strategic master plan. Proposals must specifically address student, employer, and community demand for the program and demonstrate that projected capacity at public and private institutions is not sufficient to meet this demand.

The state and regional needs assessment will consist of a report published every two years in July, and will be supplemented by special reports providing greater detail on lines of study, occupations, or regions that exhibit exceptional need. The reports will be available on the HECB Web site at: [www.hecb.wa.gov](http://www.hecb.wa.gov). *RCW 28B.76.230 (1) (2)*

**A-4 Approval to Plan a New Degree Program – The HECB approves initial plans for new baccalaureate and graduate degree programs. Planning authority expires two years from approval. *RCW 28B.76.230 (5)(a)***

An institution will submit a Planning Notification of Intent (Planning NOI) to develop a new degree program at the beginning of the program development process. The Planning NOI will be submitted at least nine months prior to the proposed start date of the program.

The Planning NOI will be available electronically at: [www.hecb.wa.gov/autheval/](http://www.hecb.wa.gov/autheval/) and will include the following information (Appendices - Form 1):

- Institution name
- Degree title
- CIP number
- Delivery mechanism
- Location
- Implementation date
- Substantive statement of need. The statement of need must reference the most recent revision of the regional and statewide needs assessment conducted by the HECB every two years. The institution may also reference its own assessment of student, employer, and community needs.
- Source of funding
- Year one enrollment and full enrollment targets (FTE and headcount)

The HECB staff will post the institution's Planning NOI on its Web site generally within five business days of receipt and notify Washington public colleges and universities and other stakeholders. Stakeholders will have 30 days to review and comment on the Planning NOI.

The HECB review of a new program plan will focus on the degree to which the proposed program would support the unique role and mission of the institution(s); meet state and/or regional student, employer, and community needs; and be free from unnecessary program duplication.

Following the public comment period, the HECB will make one of the following determinations: 1) grant the institution permission to develop a full proposal; 2) return the program to the institution for further development; or 3) disapprove the program.

After a new degree program receives “permission to develop proposal status,” the HECB will enter the program into the Program and Facility Inventory available at the HECB Web site as a “program in planning.”

An institution must prepare and submit a program proposal to the HECB for review within two years of notification of approval by the HECB. If this does not occur, program approval will sunset and a new Planning NOI will be required prior to future program development.

At any point in the two-year period, the institution may notify the HECB that it wishes to withdraw permission to plan the new degree program. Following notification, the HECB will remove the degree program from the planning list in the Academic Program Inventory.

**A-5 New Degree Proposal – Once institutional planning is complete, a new degree proposal must be sent to the HECB for review and approval. The institution must enroll students within three years following initial approval or approval is automatically rescinded. RCW 28B.76.230 (5)(a)**

The board reviews new degree program proposals submitted to the HECB using criteria described in its policies and procedures document. Proposals are submitted no less than three months prior to the start date of the program. Approved programs must begin to enroll students within three years unless extended by the board. If this does not occur, program approval will sunset.

An institution will submit one electronic copy of its proposal to the HECB no less than three months prior to the anticipated start date of the program to allow sufficient time for staff review, consultation with the institution, and preparation of a report to the board.

The program proposal may be submitted by completing the electronic cover sheet available at: [www.hecb.wa.gov/autheval/](http://www.hecb.wa.gov/autheval/) with attached documents. The program proposal must contain the required elements reviewed below in two parts:

**Part I:** Forms (see Appendix B) will be posted to the Web site for public comment and will include the proposal and Form 4: Required Course Work; Form 5: Enrollment and Graduation Targets; and Form 8: Site Planning - Lease or Acquisition, if required.

**Part II:** Will include, Form 6: Program Personnel, and Form 7: Summary of Program Costs and Revenue.

The following groups will complete an external review of each program proposal:

***Two external experts selected by the institution, with at least one recognized expert from outside Washington State.*** The institution will select reviewers in keeping with the following guidelines:

- Reviewer currently works (or has previously worked) at a higher education institution that awards degrees at the level of the proposed program or higher.
- Reviewer holds a degree at the level of the proposed program or higher in the same or closely related field of study.
- Reviewer has substantial experience in the field, either professional or academic, that is appropriate for the proposal.
- At least one reviewer has prior experience reviewing new programs and/or preparing for either national or regional accreditation reviews.
- There is no apparent conflict of interest. The following are examples of common conflicts of interest: candidate has a joint, adjunct or affiliate position with the unit; candidate was a mentor for or mentee of a faculty member in the unit; candidate was considered for a position in the unit within the last five years; candidate previously chaired a review committee in this unit; candidate served on a visiting committee in this unit; candidate has engaged in collaborative research with a member of the unit; candidate has been involved with a publication venture with unit faculty; candidate has a significant personal or professional relationship with a unit member; candidate received his/her academic degree(s) from this institution.

The HECB retains the option to request its own additional external review in circumstances that it deems unusual; (e.g., when an institution proposes a degree program outside the scope of its historical mission, or when the institution and HECB staff have unresolved disagreement about quality aspects of a proposed program).

The institution will pay all costs associated with the review.

The external review will be attached as an appendix to the program proposal submitted to the HECB, along with contact information and a short bio of the reviewer.

***Washington public baccalaureate institutions:*** The HECB will post the institution's proposal (Part I) to its Web site for a 30-day comment period. HECB staff will notify the other Washington public institutions and other stakeholders, and invite comments related to the proposed program to be submitted directly to the HECB staff. Once the public comment period closes, the HECB will delete the institution's proposal from the Web site.

HECB staff will review all proposals to offer new degree programs and will prepare an executive summary for the board highlighting information about whether the program is likely to:

- Support the HECB strategic master plan goals of:
  - Increasing opportunities for students to earn degrees; and
  - Responding to the state's economic needs
- Support the unique role and mission of the institution(s)
- Foster high-quality programs that enable students to complete their studies in a reasonable amount of time
- Meet state and/or regional student, employer, and community needs
- Provide access for diverse student populations
- Demonstrate that the need is commensurate with the costs to be incurred and represents an effective use of fiscal resources
- Be free from unnecessary program duplication

HECB staff may request clarification of items included in the proposal during the review process. As part of its review process, staff may seek the advice of colleagues from educational institutions, public agencies, and private industry.

The HECB will share a draft of the executive summary with the institution before placing it on the board's regularly scheduled meeting agenda for review and approval. Once approved, the HECB will send a copy of the board's resolution and approval letter to the institution and enter the program into the HECB Program and Facility Inventory. The HECB will submit the program to the State Approving Agency for approval for veteran's benefits.

The institution should notify the HECB if the projected implementation date of an authorized program is changed and explain the reason for the delay. Approved programs that have not been implemented within three years after their projected starting date will automatically be reviewed by the HECB to determine their future status. In some cases, the institution will be required to submit a new program proposal for board review and approval prior to implementation of the program. In special circumstances, the institution may request an extension of the time limit by updating germane areas of the proposal in consultation with HECB staff.

The HECB may conditionally approve a program. Any such program will be considered conditional and subject to special review within a specified period of time. This review is the responsibility of the sponsoring institution and will comply with the conditions set forth by the HECB at the time of approval. The designation of "conditional" will imply that the progress of this program will be followed more closely than others and that proposals to offer similar programs at other locations will normally not be considered until an institutional evaluation of the conditionally approved program has been accepted by the HECB.



A proposal to establish a new degree program will include the following:

Relationship to Institutional Role, Mission, Program Priorities - Describe how the proposed program reflects and supports the role and mission of the institution, and reflects program priorities.

Documentation of Need for Program - Describe the relationship of the program to the regional and statewide needs assessment for higher education, including student, employer, and community demand for the program. An institution may also provide objective data, studies, or the results of institutional needs assessments conducted to document a special need that is not identified in the regional and statewide needs assessment.

Support of the Statewide Strategic Master Plan for Higher Education - Describe how the program will support HECB policies and goals for higher education as articulated in the Strategic Master Plan for Higher Education.

Relationship to Other Institutions - Reference the HECB Academic Degree Program and Facility Inventory and identify similar programs offered by public or independent institutions in the region. Describe unique aspects of the proposed program that differentiate it from similar programs and/or describe why expansion of an existing program would be desirable or necessary. Describe options for collaboration with other institutions, businesses, and/or community organizations considered in the development of the proposal.

Curriculum - Describe credit-hour requirements for the program, requirements for admission and degree completion, including prerequisite coursework and other special requirements. Describe the program plan for articulation with two-year college degree programs, including identification of major-ready pathways, if applicable (for bachelor's degree programs). Indicate when the program would be offered (day/evening/weekend), where the program would be offered (campus location(s) and/or distance learning), and the delivery mechanism (in-person classroom, online, other distance).

Infrastructure Requirements - Describe required infrastructure improvements, including the need for additional library or technology resources, special space requirements (laboratory space or special classrooms), and equipment needs. Costs and sources of funding associated with these improvements should be outlined in the budget section of the proposal.

Faculty - Provide a profile of the anticipated faculty (e.g., full-time, part-time, regular, continuing, adjunct) that will support the program and the total FTE allocated to the program. There should be a sufficient number of qualified faculty dedicated to a new program. This number will vary depending on the discipline, nature of the program, and anticipated number of students.

Administration - Describe the staffing plan for administrative and support services for the program.

Students - Describe the student population to be served. Provide projected enrollments for five years or until full enrollment is reached (whichever is longer). Detail efforts planned to recruit and retain a diverse student body.

Accreditation - Indicate whether the institution will seek specialized program accreditation. If so, discuss plans for accreditation and identify the appropriate accrediting body.

Program Assessment - Describe the institution's plan for assessing how well program objectives will be met. Describe how the assessment information will be gathered and used.

Student Assessment - Describe expected student learning outcomes of the program and how student learning outcomes will be measured and results used.

Budget - Describe program cost and impact on other programs or departments within the institution. Include information on headcount FTE; FTE funding from state or self-support; other funds requested/needed; if reallocation, impact on other programs (especially if moving FTE); and contingency, if FTE funding is not provided. Identify the amounts and sources of all program funding for year one of the program and the year it is expected to reach full enrollment. For programs that will rely on non-state funding, describe the sources of funding and minimum enrollment threshold to offer the program. For self-support programs, indicate any current plans to migrate to future state funding.

External Evaluation of Proposal - In an appendix to the proposal, provide copies of the external evaluators' reports or letters to the institution. Summarize the institution's responses and subsequent modifications to the proposal based on evaluators' recommendations. Attach a short bio of the evaluators.

Forms - Additional forms are available in Appendix B.

**A-6 Location Notification of Intent – The HECB approves the extension of existing degree programs to new locations or via distance delivery.**

*RCW 28B.76.230 (5)(b)*

An institution will submit a Location Notification of Intent (Location NOI – Appendix B - Form 3) for an existing program to be offered at an off-campus location, via distance learning, or a combination of delivery methods. The institution must submit a Location NOI at least 45 days prior to the proposed start date of the program.

If the program would be the first offered at a new location, the institution must also submit appropriate documentation for the creation of a new off-campus instructional site as outlined in section B-1 of this document (Form 8). An institution will submit the Location NOI and any attachments via the HECB Web site.

The Location NOI will include the following information:

- Institution name
- Degree title
- CIP number
- Delivery mechanisms (face-to-face, online, two-way video, one-way video, hybrid, other)
- Location
- Implementation date
- Substantive statement of need
- Source of funding
- Year one and full enrollment targets (FTE and headcount)

HECB staff will post the institution's Location NOI on its Web site within five business days of receipt and notify the other public four-year institutions. The other public four-year institutions and HECB staff will have 30 days to review and comment on the Location NOI. The Location NOI will be removed from the Web site after 30 days. The HECB will notify the campus of its decision, following a review of comments received and staff analysis. Evaluation criteria will be consistent with those outlined under new degree proposal (section A-5 of this document).

HECB staff will enter approved new locations for existing degree programs into the HECB Program and Facility Inventory.

**A-7 Program Assignment – The HECB determines whether certain major lines of study or types of degrees, including applied degrees or research-oriented degrees, are assigned uniquely to some institutions or institutional sectors in order to create centers of excellence that focus resources and expertise.**

*RCW 28B.76.230 (4)*

Based on the findings of the needs assessment, the HECB will periodically review the assignment of major lines and types of degrees to some institutions and make policy (or recommend legislation as necessary) to implement changes in the assignment of major lines of study or types of degrees approved by the board.

The following programs are currently assigned to a limited number of institutions:

- ***Courses exclusive to the University of Washington:*** law, medicine, forest products, logging engineering, library sciences, aeronautic and astronautic engineering, and fisheries. *RCW 28B.20.060*
- ***Courses exclusive to Washington State University:*** agriculture in all its branches and subdivisions, veterinary medicine, and economic science in its application to agriculture and rural life. *RCW 28B.30.060 / RCW 28B.30.065*
- ***Major lines common to the University of Washington and Washington State University:*** pharmacy, architecture, civil engineering, mechanical engineering, chemical engineering, and forest management (as distinguished from forest products and logging engineering which are exclusive to the University of Washington). *RCW 28B.10.115*
- ***Teachers' training courses:*** The University of Washington, Washington State University, Central Washington University, Eastern Washington University, Western Washington University, and The Evergreen State College are authorized to train teachers and other personnel for whom teaching certificates or special credentials prescribed by the State Board of Education are required, for any grade, level, department, or position of the public schools of the state. *RCW 28B.10.140*

**A-8 Applied Baccalaureate Degrees of Two-Year Institutions – The HECB approves applied baccalaureate degree programs offered by Washington community and technical colleges. *RCW 28B376.230 (5) (HB 1794)***

HB 1794 authorizes the State Board for Community and Technical Colleges to select four community or technical colleges to develop and offer programs of study leading to an applied baccalaureate degree.

A pilot college may develop curriculum, and design and deliver courses leading to an applied baccalaureate degree. Degree programs developed under this section are subject to approval by the SBCTC and by the HECB, following the policies and procedures outlined in sections A-4 and A-5 of this document.

An applied baccalaureate degree is an undergraduate degree offered in a field of study in an applied field that is designed to build upon an associate of applied science degree.

**A-9 Agreements between Community or Technical Colleges and a Regional University, State College, or Branch Campus to Offer Baccalaureate Degree Completion Programs – The HECB approves agreements as authorized under HB1794 Section 12 between a community or technical college and a regional university, state college, or branch campus to offer baccalaureate degrees. *RCW 28B.50. (HB 1794 Section 12)***

A community or technical college selected by the State Board for Community and Technical Colleges may enter into an agreement with a regional university, state college, or university branch campus to offer a baccalaureate degree. The SBCTC will allocate funds to the community or technical college for the purpose of entering into such an agreement. Students enrolled in programs under the agreement will be considered students of the four-year college or university for all purposes, including tuition and reporting of state-funded enrollments.

The community college or technical college is responsible for submitting such agreements to the HECB for approval. A request for approval to the HECB must include a copy of the proposed agreement (contract or Memorandum of Understanding) and the following information about the program:

- Names of the institutions participating under the agreement
- Degree title
- CIP number
- Delivery mechanism
- Location
- Implementation date
- Student population to be served and size of the proposed program; year one enrollment and full enrollment targets (FTE and headcount)
- Rationale for the new degree program with the following considerations: alternative modes of delivery and institutional role and mission
- Substantive statement of need – the statement of need must reference the most recent revision of the regional and statewide needs assessment conducted by the HECB every two years. The institution may also reference its own assessment of student, employer, and community needs.
- Impact on other institutions and programs in the region and state
- Financial information (Appendix B - Form 7)

HECB staff will post the proposed agreement on its Web site generally within five business days of receipt and notify Washington public colleges and universities and other stakeholders. Stakeholders will have 30 days to review and comment on the proposed agreement.

Following the public comment period, the HECB will make a decision on the proposed agreement and notify the institutions and the SBCTC.

Programs offered by a regional university, state college, or university branch campus must be approved in accordance with the procedures outlined in sections A-5 and A-6 of this document. Program applications and agreements under this section may be submitted jointly by the institutions entering into the agreement in order to minimize duplication of effort and documentation.

**A-10 New Degree Programs and Creation of Off-campus Programs Established through Collaboration between a Community or Technical College and an Independent College or University – The HECB approves new degree programs and creation of off-campus programs by an independent college or university in collaboration with a community or technical college. *RCW 28B.76.230 (5)(e)***

A community or technical college may enter into a collaborative degree program arrangement with an independent college or university subject to board approval. The procedures under this section are for the approval of an agreement between the institutions. Collaborative programs may be offered through a multi-institutional education center or on a community college campus. Programs offered under such an agreement may require review and approval by the State Board for Community and Technical Colleges and/or the HECB Degree Authorization unit (see: [www.hecb.wa.gov/autheval/daa/daaindex.asp](http://www.hecb.wa.gov/autheval/daa/daaindex.asp)). Prior to entering into such an agreement, the community or technical college must submit to the HECB board the following information about the collaboration for review and approval of the agreement:

- Names of the institutions participating in the collaborative degree program
- Degree title
- CIP number
- Delivery mechanism
- Location
- Implementation date
- Student population to be served and size of the proposed program – year one enrollment and full enrollment targets (FTE and headcount).
- Rationale for the new degree program with the following considerations: alternative modes of delivery, and institutional role and mission.
- Substantive statement of need: the statement of need must reference the most recent revision of the regional and statewide needs assessment conducted by the HECB every two years. The institution may also reference its own assessment of student, employer, and community needs.
- Impact on other institutions and programs in the region and state
- Financial information (Appendix B – Form 7)

The HECB staff will post the institution's proposed agreement on its Web site generally within five business days of receipt and notify Washington public colleges and universities and other stakeholders. Stakeholders will have 30 days to review and comment on the proposed agreement.

Review of a collaborative program between a community or technical college and an independent college or university will be coordinated with HECB staff responsible for degree authorization and with the SBCTC, to ensure all required approvals are in place prior to the HECB's approval of a collaborative agreement among institutions.

Following the public comment period, the HECB will decide to approve or disapprove the collaborative agreement and notify the institution.

**A-11 Change in Title and/or Classification of Instructional (CIP) Code of an Academic Program – The HECB approves changes in the title and/or CIP code of a previously approved baccalaureate or graduate degree program. RCW 28B.76.230 (2)(b)**

Four-year institutions are required to notify the board of a change in the title and/or CIP code of an academic degree program previously approved by the HECB.

The institution will submit a letter to the HECB indicating the current program name and CIP code of the program, the revised name and CIP code of the program, and the effective date of the change.

The HECB will review the change to ensure that it is of a routine nature and notify the institution and State Approving Agency that it has accepted the change and updated the Program and Facility Inventory accordingly.

**A-12 Discontinuing a Program – When discontinuing a program through suspension, termination, or merger of two or more academic degree programs, the institution must notify the HECB. RCW 28B.76.230 (8)**

A four-year institution must submit a letter to notify the HECB that it intends to discontinue or merge a program. The notification will include the following:

- Degree title
- CIP number
- Date of elimination, suspension, beginning of phase-out, termination
- Location
- Enrollments (FTE and headcount for past five years)
- Rationale for elimination
- Provisions for enabling enrolled students to graduate, including any plans for the program to be offered at another institution or for students to complete it elsewhere
- Disposition of the program's state resources

The Program and Facility Inventory will identify a program as discontinued when new students are no longer being admitted. The HECB will modify the Program and Facility Inventory to remove the program from the list of programs.

**A-13 Non-credit Program – Non-credit programs delivered by the institutions on a self-supporting (fee basis) basis do not require the expenditure or use of any state funds.**

The universities may offer non-credit courses at any appropriate location. Non-credit programs are not included in the HECB Program and Facility Inventory.

## B. New Off-campus Facilities and Off-campus Property Acquisitions

### B-1 **New Off-campus Facilities** – The HECB approves new off-campus instructional facilities whether through lease arrangement or purchase within the following categories: teaching site, center, system campus, or new four-year institution. *RCW 28B.76.230 (5)(b)(c)(d)*

An off-campus program is a degree program conducted away from the main campus.

The board's policy recognizes that new instructional facilities (sites) may develop in various ways. Off-campus teaching facilities in the state may generally be classified as a teaching site, a center, a system campus, or a four-year institution. Development of a new teaching facility may begin at any of these points. For example, institutional planning may call for the institution to develop an off-campus center without beginning first as a teaching site. The institution may have no plans to grow the center into a system campus.

The establishment of new teaching sites, centers, or campuses requires HECB approval. Requests for board approval of a new instructional location are subject to the rules outlined below.

**Establishing a Teaching Site:** A teaching site may be a temporary teaching site dedicated to a limited number of degree or certificate program offerings and/or students. Typically, a teaching site would enroll fewer than 150 students in no more than three distinct degree programs.

An institution must make reasonable and appropriate provisions for student services to ensure that students have access to all resources and information required to support their academic program. In addition, students must have access to academic resources including faculty, library, technology resources, and laboratory space needed to meet program requirements.

A teaching site provides appropriate student services to support students in their academic program, as well as access to faculty, library technology, and laboratories needed to meet program requirements.

A new teaching site may be established concurrent with a new degree program proposal. In this instance, this information shall be added as a section within the degree proposal. A new teaching site may also be established as a degree program extension. In this instance, the institution shall include the required information below with the Location Notification of Intent (Location NOI).

A new teaching site must be approved by the board prior to the institution offering coursework at the facility and/or prior to entering into an agreement to lease major off-campus facilities, as defined in section B-4 of this document.



An institution may not acquire property by purchase or other means, including gift, for the purposes of establishing a teaching site.

To establish a new teaching site, the institution must submit the information outlined below:

- The institution will submit rationale for the new location addressing considerations of alternative modes of delivery; institutional role and mission; other local providers with similar programs; employer, student, and community needs as outlined in the statewide and regional needs assessment and/or an institutional needs assessment; and future expansion plans.
- Terms of the lease (Appendix B – Form 8)
  - Lease term
  - Annual leased cost
  - Square footage of unimproved and/or improved property
  - Cost of fixed equipment (note: purchase of fixed equipment for a teaching site is rarely approved)
  - Cost of improvements (if not included in lease cost)
  - Exact address of property (required prior to final approval of lease)

The HECB will notify other higher education institutions and post the institution's request on its Web site for a 30-day public comment period. Following the 30-day public comment period, the HECB will approve or reject the proposed expansion and notify the institution in writing of its decision. Once approved, the HECB will enter the teaching site into the Program and Facility Inventory.

**Establishing a Center:** Since the development of a higher education center or consortium represents a significant long-term investment of public resources, the board considers these developments to ensure that they are an efficient use of state resources; are appropriate to the role and mission of the institution(s); and provide for appropriate student, faculty, and staff support to ensure program quality.

A higher education center may be organized as a multi-institutional teaching entity or as a single university/college enterprise. Centers are often located on community college campuses. This may include agreements in which an institution brings in programs offered by another institution (e.g., public or independent Washington institution and/or institution outside Washington). Centers also may include co-location of two-year and four-year institutions or multiple four-year institutions sharing an off-campus site.

Typically, a higher education center will enroll students in multiple degree programs (two or more). Centers will vary in size, but will typically enroll between 150 and 1,500 students.

Centers, relative to teaching sites, provide more extensive on-site student services and resources appropriate for larger numbers of students. The governance structure of the center is at the discretion of the home institution and is consistent with policies at the “main” campus and other centers that are operated by the institution.

Centers must be approved by the board prior to the institution offering coursework at the facility and/or prior to entering into an agreement to lease or purchase major off-campus facilities as outlined in section B-4.

In order to establish a center, an institution or consortium of institutions, in consultation with the HECB, must conduct a regional needs and feasibility study to include the following elements:

- Rationale for the new location considering alternative modes of delivery: institutional role and mission; other local providers with similar programs; employer, student, and community needs as outlined in the statewide and regional needs assessment and/or an institutional needs assessment; and future expansion plans
- Planned program array and growth over the next five to 10 years
- Planned enrollment over the next five to 10 years
- Impact on other institutions and programs in the region and state
- Relationship to “home” campus:
  - How would the proposed expansion support the institutional mission?
  - Describe the proposed governance system
  - Discuss the level of support available for students, faculty, and staff to be provided at the center and at the home campus
- Budget projections for next 5-10 years

The feasibility study must include specific information about the site to include:

- Terms of the lease or acquisition
  - Lease term (if applicable)
  - Cost (annual lease cost or total cost if acquisition by purchase/other)
  - Square footage of unimproved and/or improved property
  - Cost of fixed equipment
  - Cost of improvements (if not included in lease cost)
  - Exact address of property (required prior to final approval of lease)
- If space is not available through a lease or acquisition, a Memorandum of Understanding (MOU) or other agreement, the institution shall describe the arrangement and submit a copy of the agreement when available.

The HECB will notify other higher education providers and post the institution's request on its Web site for a 30-day public comment period. Following the 30-day comment period, the HECB staff will prepare a report and recommendation for consideration by the board. Once approved, the HECB will enter the center into the Program and Facility Inventory.

**Establishing a System Campus or New Four-year College or University:**

Establishing a new four-year college or university campus represents a substantial investment of state resources and requires significant planning. Prior to consideration for creation of, or transition to, a four-year college, an institution may first operate as a center or branch campus to ensure that student, employer, and community demand exists.

The Legislature has the sole authority to establish system campuses or new four-year colleges or universities. The branch campuses operated by University of Washington and Washington State University are classified as “system campuses” with the authority to offer major lines of study and types and levels of degrees authorized by law under RCW 28B.45.

The HECB may recommend to the Legislature the creation of a new four-year institution or a change in status of an existing institution in response to student, employer, and community demand. A study of the feasibility for such an institution may be initiated by the board, an institution wishing a review of its status, or at the request of the Legislature.

The HECB or an institution or consortium of institutions, in consultation with the HECB, must conduct a regional needs and feasibility study to determine the need for and scope of a proposed new four-year institution or campus. The study would include the following elements:

- Rationale for the new location, considering alternative modes of delivery; other local providers with similar programs; and employer, student, and community needs as outlined in the statewide and regional needs assessment and/or an institutional needs assessment
- Role and mission of the proposed institution or consortia
- Planned program array and growth over the next five to 10 years
- Planned enrollment over the next five to 10 years
- Impact on other institutions and programs in the region and state
- Relationship to “home” campus
  - How the proposed expansion would support the institutional mission
  - Describe the proposed governance system
  - Discuss the level of support available for students, faculty, and staff to be provided at the center and at the home campus
- Budget projections for the next five to 10 years

If the transition involves the lease or acquisition of new space or facilities, the study must also include specific information about the proposed site to include:

- Terms of the lease or acquisition (Appendix B - Form 8)
  - Lease term (if applicable)
  - Cost (annual lease cost or total cost if acquisition by purchase or other)
  - Square footage of unimproved and/or improved property
  - Cost of fixed equipment
  - Cost of improvements (if not included in lease cost)
  - Exact address of property (required prior to final approval of lease)

The HECB will notify other higher education providers and provide an opportunity for public comment. Following the 30-day public comment period, the HECB staff will prepare a report and recommendation for consideration by the HECB. If approved, the HECB staff will recommend submission of a bill to the Legislature to authorize the creation of the new institution as either an autonomous unit within the higher education system, or as a unit within a multi-campus system.

**B-2 Change in Status of Off-campus Facility – The HECB approves changes in the classification of a previously approved off-campus facility (or recommends legislation to implement a change when required.) RCW 28B.76.230 (5)(d)**

In order to appropriately classify *existing* off-campus sites and centers, the four-year institutions are required to submit information outlining the off-campus sites and centers they currently operate; including degree program array, enrollment, staff and faculty FTE, and provisions for student services by January 2006. Institutions may include this information in their biennial program report. In subsequent years information about off-campus teaching facilities will follow the format in Appendix B – Form 9. This information will be used to ensure that the HECB Program and Facility Inventory is current and accurate.

A teaching site or center may remain in that status over the long-term; however, an institution (or consortium of institutions) may wish to request a change in status to better fit the role and mission of the institution or the off-campus facility.

**Transition from a Teaching Site to a Center:** Over time, as enrollments grow at the teaching site, the HECB or institution may request a review of the status for possible reclassification as a center. In such cases, the institution will follow the procedure for the establishment of a center as outlined in section B-1.

**Transition from a Teaching Site or Center to a System Campus or Four-year Institution:** An existing teaching site, center, or campus (including two-year colleges, four-year colleges or university campuses) may request that the board review its role and mission to recommend changes to its authority to offer major lines of study and types and levels of degrees. An institution wishing to review its status may, in consultation with the HECB, conduct a regional needs and feasibility study, as outlined in section B-1 of this document under “Establishing a System Campus or Four-year Institution.”

**B-3 Relocation or Renaming of Existing Off-campus Facility – Institutions are required to notify the HECB of any change in address for an existing teaching site, center, or campus. RCW 28B.76.230 (5)**

Public colleges and universities and community and technical colleges are required to notify the HECB of any change in the name or address of an existing off-campus facility, including an instructional site, center, or campus.

The institution will submit a letter to the HECB that includes the current name and address of the facility, the new name and address of the facility, and the effective date of the change.

The HECB reviews the change to ensure it is of a routine nature and notifies the institution and State Approving Agency that it has accepted the change. The HECB updates the Program and Facility Inventory accordingly.

**B-4 Acquisition of Major Off-campus Facilities – Prior acquiring by lease, purchase or gift, the HECB approves the acquisition of major off-campus facilities for the public universities and community and technical colleges. RCW 28B.76.230 (5)(c)**

The HECB is required under RCW 28B.76.230 to approve the acquisition of major off-campus facilities. HECB review of the proposed acquisition is based on an assessment of the degree to which the acquisition is consistent with the institutional role and mission in instructional, research, and public service areas. The HECB defers questions related to facilities specifications, lease or purchase terms, and determination of fair market prices to General Administration and the Office of Financial Management. HECB approval comes prior to an acquisition. Following an acquisition, the institution reports the information to the Office of Financial Management as part of its facility inventory.

The policy is applicable to any acquisition of major facilities located beyond the current campus boundaries of any public institution of higher education in Washington, regardless of the funding source or the purpose for which the facility is to be acquired.

“Major” facilities are defined as those in excess of 6,000 square feet and/or with an annual lease cost in excess of \$60,000 and/or those with unimproved property of one-half acres or more.

“Beyond current campus boundaries” is an area “outside existing campus (location of central administration),” boundaries as defined in the campus master site plan.

HECB policies regarding off-campus instruction define “off-campus instruction” differently than “off-campus facility acquisitions.” Off-campus facility acquisitions are defined as the acquisition of real property “beyond the boundaries of the existing main campus.” “Off-campus instruction” is defined as “instruction conducted away from the main campus.” Thus, not all off-campus facilities necessarily house off-campus programs/instruction.

The policy excludes certain specialized facilities from HECB review and approval, to include: acquisition of research facilities with non-state funds, hospital facilities, lease or purchase of agricultural research land, lease or purchase of marine vessels, and facility leases for less than a 30-day period.

The institution will submit an acquisition request to the HECB by submitting an Acquisition of Off-campus Property form (Appendix B - Form 8). The institution will be asked to describe the acquisition and how it meets the following conditions:

- The acquisition is consistent with the institution's role and mission.
- The activity to be housed/located does not duplicate services provided by other public, private, or non-profit organizations unnecessarily.
- The activity and/or its intended benefits cannot be accommodated or accomplished within the current campus boundaries.
- The nature of the facility being acquired is commensurate with the activity to be supported.
- The funding source to be used is appropriate for the intended use of the facility.
- There is demonstrated need and demand for any new or expanded programs to be housed in the facility.
- The acquisition is consistent with the institution's plan of development and service delivery.

If the above conditions are met, the HECB will approve the requested acquisition.

The HECB executive director approves acquisitions that fall within a campus master site acquisition plan adopted by the governing board of an institution.

Excluded from the review/approval criteria are considerations of the cost of an acquisition and its technical (facility) feasibility and desirability; since the board recognizes the role of the Office of Financial Management and General Administration in determining proper facility specifications, in reviewing specific lease or purchase terms, and in determining their market value. The board defers to these agencies all responsibility for determining fiscal and building management propriety.

## C. Continuing Degree Programs and Locations

- C-1 Biennial Review of Academic Enrollments, Programs, and Locations – Biennially, the HECB reviews institutions’ academic enrollments, programs, and locations where programs are offered. This includes the status of new degree and certificate programs initiated within the previous five-year period, and current degree and certificate programs offered at off-campus locations. RCW 28B.76.230 (2)(b)**

**Enrollment Report:** On a biennial basis beginning January 1, 2006, each institution will submit an Enrollment Report (Appendix B – Form 9) to the HECB on new degree and certificate programs it has initiated within the last five years and on current degree and certificate programs offered at off-campus teaching sites and centers. The institution will submit an electronic copy of the Enrollment Report.

For programs approved within the past five years and for all programs offered at an off-campus teaching site(s), center(s), or through distance education, institutions will report average annual headcount and FTE enrollments for each of the preceding two years compared to enrollment targets outlined in the program proposal (Appendix B - Form -9). For programs with a significant enrollment discrepancy (the larger of 10 percent of projected enrollment or five FTE students), the institution must include a statement explaining the discrepancy between planned enrollments and actual enrollments.

**Program and Facility Inventory Report:** On a biennial basis, beginning January 1, 2006, each four-year institution will submit to the HECB a Program and Facility Inventory Report for the past biennium. The HECB will use this information to maintain the currency and accuracy of the HECB Program and Facility Inventory. The institution will submit an electronic copy of its program report for HECB review and posting on the HECB Web site. Reports will be shared with public higher education institutions, independent institutions, and other educational sectors.

The report will contain:

- List of all renamed degree and certificate programs (current program title/new program title)
- List of all renamed off-campus centers, teaching sites, locations (current title/new title)
- List of new programs other than degrees and certificates to include options (also called specializations or concentrations), teacher endorsements, and minors (by title and CIP number)
- List of programs affected by the sunset provision:
  - Planned programs that were not proposed within two years of receiving “permission to develop status” officially sunset.
  - Approved degree programs which are not implemented (enrolling students) within three years of approval also sunset.
- List of degree programs, certificate programs, options in programs (also called specializations or concentrations), teacher endorsements, and minor programs that are being eliminated, suspended, phased-out, and/or terminated.

**C-2 Continuing Internal Academic Program Review – The HECB requires the institutions to review each continuing degree program on a cycle adopted by the institution (e.g., every five, seven, or 10 years). After completion of the internal program review, the institution submits a Continuing Program Review Report to the HECB. The HECB may request additional information about specific degree programs in order to carry out statewide planning and coordination functions. [1993 C 363 § 1]**

Each continuing degree program will be reviewed on a cycle adopted by the institution (typically, every five, seven or 10 years). After completion of the internal program review, the institution will submit a Continuing Program Review Summary (Appendix B – Form 10) to the HECB. After five years of operation, all new programs whether at branch or off-campus locations, new on the main campus, or delivered via distance learning technologies, will be incorporated into the institution's ongoing process of continuing program review.

HECB staff will review the report. At its discretion, the HECB may request additional information about specific degree programs. The institution is responsible for determining the appropriate process and criteria for continuing degree program review. For example, similar programs offered by a single academic unit (department) may be reviewed at the same time and incorporated into one program review. However, when an existing program has expanded to a new site or new distance learning modality since its last institutional review, the new site or distance delivery mode shall receive a separate focus within the single program review.

The Continuing Program Review Report will contain the following information:

- Degree program title and CIP number;
- Year of last program review;
- Documentation of continuing need, including reference to the statewide and regional needs assessment;
- Assessment information related to expected student learning outcomes and the achievement of the program's objectives;
- Plans to improve the quality and productivity of the program; and
- Data on number of majors and degrees granted in the last three academic years for each degree program incorporated in the review; number of FTE faculty and graduate assistants that teach in the department (Form 9).

Based on the information provided in the Continuing Program Review Report, additional information provided by the institution and/or the state and regional needs assessment; the HECB staff will determine whether there is reason for the board to consider making a recommendation to modify, consolidate, or eliminate the program. On a biennial basis, staff will report to the board on program reviews conducted during the previous biennium. The final decision about program elimination will be at the discretion of the institution.



**C-3 Status of Institutional Programs by Location – The HECB periodically verifies and reports on the location and size of institutional programs.**

*RCW 28B.76.230 (2)(b)*

The HECB may request information on programs offered off-campus in a format in addition to that described in these policies and procedures and on a schedule approved by the HECB.



## GLOSSARY

**Applied Baccalaureate Degree:** An applied baccalaureate degree is an undergraduate degree offered in a field of study in an applied field that is designed to build upon an associate of applied science degree.

**Branch Campus:** See System Campus.

**Center:** A higher education center may be organized as a multi-institution teaching entity or as a single university/college enterprise. A higher education center will enroll students in multiple degree programs (two or more). Centers will range in size, typically enrolling between 150 and 1,500 students.

**Certificate:** Certificate programs offered by the four-year public colleges and universities are programs of study that normally require less than one-quarter of the credits required for a degree program at a similar level. Successful completion of the program results in a certificate. Certificate programs may also be non-credit. The HECB reviews certificate programs of a depth and/or length that approach or exceed the requirements of an undergraduate major or a master's degree. Baccalaureate level certificates of at least 45 quarter credits or 30 semester credits and graduate level certificates of at least 36 quarter credits or 24 semester credits which contain a recognizable body of instruction for which a certificate is awarded and transcribed are subject to review by the HECB.

**Degree:** Any designation, appellation, letters, or words including but not limited to “associate,” “bachelor,” “master,” “doctor,” or “fellow” which signify or purport to signify satisfactory completion of the requirements of an academic program of study beyond the secondary level.

**Degree Program:** A degree program is a set of educational requirements, identified jointly by the department or other degree-granting unit and the college or university, which leads to a degree. Baccalaureate program requirements usually involve a combination of general education courses, courses in the major field of study, and elective courses. Graduate program requirements involve intensive study in the major field, preparation in the use and conduct of research, and/or a field or internship experience; professional programs generally prepare individuals for professional fields (e.g., law, medicine).

**Degree Title:** A degree title is a full designation of the degree including **level** (bachelor, master, doctor), **type** (e.g., arts, science, fine arts, business administration), and **major** (e.g., mathematics, civil engineering, history). These distinctions are illustrated below. Each institution may have a different taxonomy of degree titles. However, for the activities outlined in these policies and procedures, these definitions of a degree title will be used.

<b><u>DEFINITION OF DEGREE TITLE</u></b>			
<b><u>Degree Designation</u></b>	<b><u>Level</u></b>	<b><u>Type</u></b>	<b><u>Major</u></b>
B.A. English	Bachelor	Arts	English
B.S. Chemistry	Bachelor	Science	Chemistry
B.F.A.	Bachelor	Fine Arts	Music
B.A.S.	Bachelor	Applied Science	Safety & Health Mngt.
M. Engineering	Master	Engineering	Electrical Engineering
M. Ed. Curriculum & Instr.	Master	Education	Curriculum & Instruction
M.B.A.	Master	Business Administration	Finance
Ph.D. Linguistics	Doctor	Philosophy	Linguistics

**Major:** A major is that part of the curriculum in which a student concentrates on one subject or group of subjects and which comprises the largest number of units in any given discipline. Its contents are usually defined by one academic department but also may be defined jointly by two or more departments, as in the case of an interdisciplinary major.

**“Major” Facilities:** Major facilities are defined as those in excess of 6,000 square feet and/or with an annual lease cost in excess of \$60,000 and/or those with unimproved property of one-half acres or more.

**New Degree:** A new degree is any proposed degree that differs from any other offered by the proposing department or unit in one or more of the three degree title specifications (level, type, or major). A program leading to a new degree (as defined above), even if constituted entirely of existing courses, requires review and approval of the HECB. Though a program may not be new to the institution, if it is to be offered at a new location, it will be considered a new degree program to that location and will require HECB approval.

**NOI – Notification of Intent:** A Notification of Intent is a summary document used to describe an institution’s intent to start or extend a program. A *Planning NOI* is used to alert the HECB and interested parties that an institution intends to begin planning a new degree program. A *Location NOI* is used to notify the HECB of an institution’s intent to extend an existing degree program to another location. In either case, the NOI is subject to board approval.

**Off-campus Degree Program:** An off-campus degree program is a degree program offered away from the main or branch campus of the institution (in-state, out-of-state, or in another country) and may be in-person or telecommunicated instruction.

**Off-campus Facility Acquisition:** The acquisition of real property “beyond the boundaries of the existing main campus.

**Off-campus Instruction:** Instruction offered away from the main or branch campus of the institution (in-state, out-of-state, or in another country) and may be in-person or telecommunicated.

**Option, Specialization, or Concentration:** An option, specialization, or concentration within a degree program is an area of study that is generally less than one-half of the total credits needed for the upper-division major or graduate program. It may also be referred to as a concentration, specialization, area of emphasis, track, or minor. It can generally be distinguished from a new degree in that full designation of the degree title – including level, type, and major – does not change when a new option is added.

**Program and Facility Inventory (PFI):** The PFI is a statewide Web-accessible database of higher education programs. It includes all college-level programs approved for veteran's benefits from the two- and four-year institutions, programs from the degree-authorized institutions, and programs approved by the HECB and State Board for Community and Technical Colleges for operation in Washington.

**State and Regional Needs Assessment:** The State and Regional Needs Assessment is a publication produced every two years by the HECB in collaboration with other state agencies. It includes projections of public/private capacity for degrees and programs and student, employer, and community demand for postsecondary education and degrees in the state. The assessment considers overall system needs and regional and programmatic needs.

**System Campus:** A system campus or new four-year college or university must be authorized by the Legislature and would be authorized to offer major areas of study and levels and types of degrees as outlined in said legislation. The branch campuses of the research universities are classified by the HECB as system campuses.

**Sunset Program Period:** New degree planning authority sunsets two years from receiving "permission to develop" status. Once program planning authority sunsets, the institution must submit a new Planning NOI before developing a program proposal. Program approval authority sunsets three years after receiving approval from the board. Once program approval authority sunsets, an institution must submit a new Planning NOI for review and, if approved, may submit an updated program proposal for review by the board. If program implementation is delayed for only a short time, the institution may request an extension of program approval for up to one year.

**Teaching Site:** A teaching site may be a temporary or pilot instructional site, or an instructional site dedicated to a limited number of degree or certificate program offerings and/or students. Typically, a teaching site would enroll fewer than 150 students in less than three distinct degree programs.

## **FORMS**

### **Forms for the Submission of Requested Actions to the HECB**

- Form 1: New Degree Program Planning Notification of Intent (NOI)**
- Form 2: New Degree Program Proposal**
- Form 3: Location Notification of Intent (NOI)**
- Form 4: Required Course Work**
- Form 5: Enrollment and Graduation Targets**
- Form 6: Program Personnel**
- Form 7: Summary of Program Costs and Revenue**
- Form 8: Site Planning – Lease or Acquisition**
- Form 9: Enrollment Tables**
- Form 10: Program Review Summary**

**FORM 1**

**COVER SHEET  
NEW DEGREE PROGRAM PLANNING NOTIFICATION OF INTENT  
(PLANNING NOI)**

**Program Information**

Program Name: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Degree Granting Unit: \_\_\_\_\_  
*(e.g. College of Arts and Science)*

Degree: \_\_\_\_\_ Level: \_\_\_\_\_ Type: \_\_\_\_\_  
*(e.g. B.S. Chemistry) (e.g. Bachelor) (e.g. Science)*

Major: \_\_\_\_\_ CIP Code: \_\_\_\_\_  
*(e.g. Chemistry)*

Minor: \_\_\_\_\_  
*(if required for major)*

Concentration(s): \_\_\_\_\_  
*(if applicable)*

Proposed Start Date: \_\_\_\_\_

Projected Enrollment (FTE) in Year One: \_\_\_\_\_ At Full Enrollment by Year: \_\_\_\_\_: \_\_\_\_\_  
*(# FTE) (# FTE)*

Proposed New Funding: \_\_\_\_\_

Funding Source:  State FTE  Self Support  Other

**Mode of Delivery**

Single Campus Delivery \_\_\_\_\_  
*(enter locations)*

Off-site \_\_\_\_\_  
*(enter locations)*

Distance Learning \_\_\_\_\_  
*(enter formats)*

**Substantive Statement of Need**

*Attach Sheet*

**Contact Information (Academic Department Representative)**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Endorsement by Chief Academic Officer

\_\_\_\_\_  
Date



**FORM 2**

**COVER SHEET  
NEW DEGREE PROGRAM PROPOSAL**

*Part I requires the completion of the following forms: Appendices B-4, B-5, and B-6.*

**Program Information**

Program Name: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Degree Granting Unit: \_\_\_\_\_  
*(e.g. College of Arts and Science)*

Degree: \_\_\_\_\_ Level: \_\_\_\_\_ Type: \_\_\_\_\_  
*(e.g. B.S. Chemistry) (e.g. Bachelor) (e.g. Science)*

Major: \_\_\_\_\_ CIP Code: \_\_\_\_\_  
*(e.g. Chemistry)*

Minor: \_\_\_\_\_  
*(if required for major)*

Concentration(s): \_\_\_\_\_  
*(if applicable)*

Proposed Start Date: \_\_\_\_\_

Projected Enrollment (FTE) in Year One: \_\_\_\_\_ At Full Enrollment by Year: \_\_\_\_\_: \_\_\_\_\_  
*(# FTE) (# FTE)*

Proposed New Funding: \_\_\_\_\_

Funding Source:  State FTE  Self Support  Other

**Mode of Delivery / Locations**

Campus Delivery \_\_\_\_\_  
*(enter locations)*

Off-site \_\_\_\_\_  
*(enter location(s))*

Distance Learning \_\_\_\_\_  
*(enter formats)*

Other

Note: If the program is the first to be offered at a given site or location, the submission must also include the information required for the establishment of a new teaching site as outlined in section B.1 of the Program and Facility Approval Policy and Procedures.

**Scheduling**

Day Classes  Evening Classes  Weekend Classes  
 Other *(describe)*

**Attendance Options**

Full-Time  
 Part-Time  
Total Credits:  Quarter  Semester

Contact Information (Academic Department Representative)

Name:

Title:

Address:

Telephone:

Fax:

Email:

\_\_\_\_\_  
Endorsement by Chief Academic Officer

\_\_\_\_\_  
Date

**FORM 3**

**COVER SHEET  
EXTENSION OF AN EXISTING PROGRAM NOTIFICATION OF INTENT  
(LOCATION NOI)**

*Part I requires the completion of the following forms: Appendices B-4, B-5, and B-6.*

**Program Information**

Program Name: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Degree Granting Unit: \_\_\_\_\_

*(e.g. College of Arts and Science)*

Degree: \_\_\_\_\_ Level: \_\_\_\_\_ Type: \_\_\_\_\_

*(e.g. B.S. Chemistry)*

*(e.g. Bachelor)*

*(e.g. Science)*

Major: \_\_\_\_\_ CIP Code: \_\_\_\_\_

*(e.g. Chemistry)*

Minor: \_\_\_\_\_

*(if required for major)*

Concentration(s): \_\_\_\_\_

*(if applicable)*

Proposed Start Date: \_\_\_\_\_

Projected Enrollment (FTE) in Year One: \_\_\_\_\_ At Full Enrollment by Year: \_\_\_\_\_ : \_\_\_\_\_  
*(# FTE) (# FTE)*

Proposed New Funding: \_\_\_\_\_

Funding Source:  State FTE  Self Support  Other:

**Mode of Delivery / Locations**

Single Campus Delivery \_\_\_\_\_  
*(enter locations)*

Off Site \_\_\_\_\_  
*(enter location(s))*

Distance Learning \_\_\_\_\_  
*(enter formats)*

Other

Note: If the program is the first to be offered at a given site or location, the submission must also include the information required for the establishment of a new teaching site as outlined in section B.1 of the Program and Facility Approval Policy and Procedures.

**Scheduling**

Day Classes  Evening Classes  Weekend Classes

Other *(describe)*

**Attendance Options**

Full-Time

Part-Time

## Substantive Statement of Need

*Attach Sheet*

### Contact Information (Academic Department Representative)

Name:

Title:

Address:

Telephone:

Fax:

Email:

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Endorsement by Chief Academic Officer

---

Date



**FORM 5**

**ENROLLMENT AND GRADUATION TARGETS  
Part I**

Include this form with a new degree program proposal or a Notification of Intent to extend an existing program. Staff will post this information to the HECB Web site during the comment period.

<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Headcount</b>					
<b>FTE</b>					
<b>Program Graduates</b>					

**FORM 6**

**PROGRAM PERSONNEL  
Part II**

Include this form with a new degree program proposal. This information will not be posted to the HECB Web site during the public comment period, but it will be available upon request

<b>Faculty</b>				
<b>Name</b>	<b>Degree (e.g. M.A.; Ph.D.; J.D.)</b>	<b>Rank (if applicable)</b>	<b>Status (e.g. full-time, part-time)</b>	<b>% Effort in Program</b>
<b>Total Faculty FTE</b>				
<b>Administration and Staff</b>				
<b>Name</b>	<b>Title</b>	<b>Responsibilities</b>	<b>% Effort in Program</b>	
<b>Total Staff FTE</b>				

**FORM 7**

**SUMMARY OF PROGRAM COSTS AND REVENUE**

**Part II**

Include with a new program proposal or Notification of Intent to extend an existing program. This information will not be posted to the HECB Web site during the public comment period, but it will be available upon request.

<b>Program Expenses</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year <i>n</i> (full enrollment)</b>
Administrative Salaries (# FTE) Benefits @ # %					
Faculty Salaries (# FTE) Benefits @ # %					
TA/RA Salaries (# FTE) Benefits @ # %					
Clerical Salaries (# FTE) Benefits @ # %					
Other Salaries (# FTE) Benefits @ # %					
Financial Aid specific to the program					
Contract Services					
Goods and Services					
Travel					
Equipment					
Lease or Acquisition (attach form iii.a)					
Other (itemize)					
Indirect (if applied to the program)					
<b>Total Costs</b>					
<b>Program Revenue</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year <i>n</i> (full enrollment)</b>
General Fund: State Support					
Tuition and Fees (total)					
Corporate Grants / Donations					
Internal Reallocation*					
Other Fund Source (specify)					
<b>Total Revenue</b>					
*If revenues are projected through internal reallocation please attach an explanation of the impact the reallocation would have on other departments or programs.					



**FORM 8**

**ACQUISITION OF OFF-CAMPUS PROPERTY  
Part I**

To be submitted by a public four-year institution or the State Board for Community and Technical Colleges prior to acquiring by lease, purchase, or gift a major off-campus facility. Please complete Parts I and II. If the acquisition is not a major off-campus facility but will be used for a new program or Notification of intent to extend an existing program to a new site, please complete Part I only.

<b>ACQUISITION OF OFF-CAMPUS PROPERTY – Part I</b>			
<b>Site Description (name)</b>			
<b>Size:</b>			
<b>Facilities (square feet)</b>			
<b>Property (acres)</b>			
<b>Age of Facilities:</b>			
<b>Exact Address:</b>			
<b>How the facility/property is to be acquired (circle):</b>	<b>Lease</b>	<b>Purchase</b>	<b>Gift</b>
<b>Lease:</b>			
<b>Lease Term</b>			
<b>Annual Lease Cost</b>			
<b>Acquisition Cost:</b>			
<b>Land</b>			
<b>Facility</b>			
<b>Personal Property/Other</b>			
<b>Total Cost</b>			
<b>Funding Source(s) and Amounts:</b>			
<b>Source A (specify)</b>		\$	
<b>Source B (specify)</b>		\$	
<b>Source C (specify)</b>		\$	

**FORM 8**

**ACQUISITION OF OFF-CAMPUS PROPERTY  
Part II**

<b>ACQUISITION OF OFF-CAMPUS PROPERTY – Part II</b>
Intended use of property or facility:
A statement of need and/or demand for the new or expanded programs to be housed in the facility:
A statement of how the acquisition is consistent with the institution's strategic plan:
A statement as to how the acquisition is consistent with the institution's role and mission:
A statement as to how the activity to be housed or located at the site will not unnecessarily duplicate services being provided by other public, private, or non-profit organizations:
A statement as to how the activity and/or its intended benefits cannot be accommodated or accomplished within the current campus boundaries:
A statement as to how the nature of the facility being acquired is commensurate with the activity to be housed:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**FORM 10****PROGRAM REVIEW SUMMARY**

Include this form with the biennial continuing academic program review.

<b>Program Review Summary</b>			
	<b>Year 1 (specify)</b>	<b>Year 2 (specify)</b>	<b>Year 3 (specify)</b>
<b>Department Name</b>			
Instructional Faculty FTE			
Graduate Assistant FTE			
<b>Degree Program A</b>			
<b>Majors</b> (Student Headcount)			
<b>Degrees Granted</b>			
<b>Degree Program B</b>			
<b>Majors</b> (Student Headcount)			
<b>Degrees Granted</b>			
<b>Degree Program C</b>			
<b>Majors</b> (Student Headcount)			
<b>Degrees Granted</b>			