



## **ACADEMIC SUPPORT POLICIES — SECTION 400**

**NUMBER: 408**

**SUBJECT: PROGRAM APPROVAL AND ADMINISTRATION**

**LAST REVIEWED: AUGUST 22, 2017; 1/17/2019 NO CHANGES; 8/22/2022; 11/17/2022;  
5/11/2023**

**EXECUTIVE STAFF APPROVAL: AUGUST 28, 2017; 8/22/2022; 11/28/2022; 5/15/2023**

**BOARD APPROVAL: OCTOBER 11, 2017; 10/19/2022; 12/21/2022; 5/17/2023**

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### **408.1 POLICY**

#### **1.1 New Programs**

- 1.1.1 Mountainland Technical College (MTECH) considers new program proposals from local industry, the MTECH Board of Trustees, College faculty and staff, and community members.
- 1.1.2 New program creation begins with industry, faculty and Program Director input, followed by approval to explore the program by the Associate Vice President, Vice President of Instruction and the College President.
- 1.1.3 If exploratory meetings yield positive results, an advisory committee is created with employer representatives from the region, UVU and K-12 partners. Program objectives are set, and funding is requested for program development, if warranted.
- 1.1.4 Final approval of new programs is needed from the Mountainland Technical College (MTECH) Executive Staff and Board of Trustees. All new program change information is shared with the Utah System of Higher Education (USHE). It is then sent to the Council on Occupational Education (COE) and the MTECH Financial Aid Director, in order to seek Federal Financial Aid authorization from the US Department of Education (for programs that are at least 600 hours in length), and for Veterans Administration funding authorization.

#### **1.2 Changes to Existing Programs**

Changes to existing programs will be approved through the Associate Vice President of Instruction, the Vice President of Instruction, the Executive Staff, and the MTECH Board of Trustees. Following approval for changes to a program, all program change information is shared with the Utah System of Higher Education to ensure that programs meet the alignment requirements of the Utah System of Higher Education, and to ensure continued alignment with

the other USHE institutions. The College COE Liaison then submits all required information and applications to the Council on Occupational Education (COE) for approval. Finally, the liaison provides program documentation to the MTECH Financial Aid Director, in order to seek Federal Financial Aid authorization from the Department of Education for programs that are at least 600 hours in length.