SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.3. Non-Substantive Program Application

EFFECTIVE: July 1, 2021

A. PURPOSE

1. The purpose of this policy is to define the review and approval requirements of a non-substantive program application.

B. DEFINITIONS

1. The following changes are considered non-substantive and require a non-substantive program application:

    1.1. Program created using a subset of existing credits

        1.1.1. A short-term certificate, long-term certificate, or diploma is a subset of an existing program if 50 percent or more of its credits are derived from credits in the existing program[1]. Credits must be a subset of only one program and may not be derived from a combination of multiple programs.

    1.2. Creation of associate of applied science option

        1.2.1. The creation of an associate of applied science option is considered non-substantive.

    1.3. Consolidation of existing programs

        1.3.1. A consolidation is when two or more existing programs are consolidated into one program (e.g. a pipefitting short-term certificate and plumbing long-term certificate are consolidated into a pipefitting and plumbing diploma). Following consolidation, the existing programs are permanently suspended.

    1.4. Program award level change

        1.4.1. An existing program seeking to change its current program award level to a level above its current status (e.g. long-term certificate to diploma) is considered non-substantive so long as it meets the credit threshold requirements set forth in Section B.1.1.1. of this policy.

            1.4.1.1. Any request to change a short-term certificate, long-term certificate, or diploma to an associate of applied science is

[1] Adapted from: Higher Learning Commission's *Subset of an Existing Degree Program* definition. Retrieved October 10, 2020, from https://www.hlcommission.org/Accreditation/institutional-change-academic-programs.html.

considered substantive and shall follow requirements set forth in BP 303.2.

1.4.2. An existing program seeking to change its current program award level to a level below its current status (e.g.. AAS to a long-term certificate) is considered non-substantive so long as it meets the credit threshold requirements set forth in Section B.1.1.1. of this policy.

C. POLICY

1. A technical college must submit a non-substantive program application at least 50 business days in advance of a regularly scheduled meeting of the Board of Technical Education (hereinafter "Board"). Submissions received after the 50 business day mark will be added to the following regularly scheduled meeting agenda unless otherwise determined by the executive director.

    1.1. The Board delegates the authority to approve or refer a non-substantive program application to the executive director.

        1.1.1. The executive director shall consider the Program Approval and Review Criteria (BP 303.1) when evaluating non-substantive program applications.

        1.1.2. The executive director may approve a non-substantive program application.

            1.1.2.1. If approval is granted, an approval letter from the executive director will be provided to the submitting technical college no more than ten (10) business days following the application submission deadline date.

            1.1.2.2. Confirmation of program approval shall be placed on the Board's informational agenda at the next regularly scheduled meeting.

        1.1.3. The executive director may refer the program application to the Board for consideration if concerns exist following a review of the submitted application.

            1.1.3.1. If a referral occurs, a notification letter outlining referral rationale from the executive director will be provided to the submitting technical college no more than ten (10) business days following the application submission deadline.

1.1.3.2. Should a technical college be asked to provide additional information, the institution will have up to ten (10) business days to revise and resubmit the application to the executive director.

1.1.3.3. Review of the referred application, with any requested additional information, will follow the process established in Section 4 of BP 303.2.

2. Approval to implement a new program is valid for three (3) years upon the date of approval by the Board. If a technical college does not implement an approved academic program within three (3) years of the date of approval, approval is terminated.

3. A technical college may not accept new students in the program until the application is approved.

4. To receive state funding, a program must be listed in the South Dakota School District Accounting Manual for the given fiscal year it is offered.

D. PROCEDURES

1. The executive director shall promulgate procedures needed to implement this policy.

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.3. Non-Substantive Program Application

EFFECTIVE: July 1, 2021

SDCL REFERENCE: 13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21

ARSD REFERENCE: 24:59:01

HISTORY: Adopted May 20, 2021.