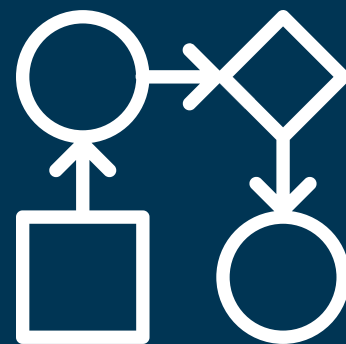


Creating a New Undergraduate Academic Program

Before beginning development of a new (or revised) academic program, please review the steps below to familiarize yourself with the entire curriculum approval process. *Note: Full Program Proposals must be approved no later than April BOG meeting to be offered in the fall.* Please contact Robynn Shannon or Lou Slimak with any questions.



Determine Demand

Use online form to request JobsEQ Report and assistance with viability review prior to submission of Intent to Plan.

Plan

Submit Intent to Plan in CIM

Intent to Plan must be approved by Dept/Div, Dean's Office, and Provost's Office. *New funding requests should be discussed with Provost's Office before Intent is submitted.*

Intent to Plan must be approved by Dept/Div, Dean's Office, and Provost's Office before full Program Proposal can be submitted. For programs that will have **non-standard tuition**, contact Finance Operations as soon as the Intent to Plan has been approved.

Initiate Marketing Plan

Contact appropriate enrollment management office to develop marketing plan.

Build

Develop Program Curriculum

Submit curriculum proposals for any new courses. All new courses must be fully approved prior to Faculty Senate approval of Program Proposal.

Acquire Letters

Request letters of endorsement from other academic units providing required courses and/or offering similar or competing programs.

Submit Full Program Proposal

Enter all information for full Program Proposal in CIM and submit for approval.

1) Unit-Level Approvals

Program Proposal approved by curriculum committees in department (or division) and college (or school).

Get
Approved

2) Provost's Office Approval

Program Proposal and Course Proposals are reviewed by Provost's Office prior to Faculty Senate (or Graduate Council) approvals.

3) Faculty Senate Approvals

Undergraduate Program Proposals and all Course Proposals must be approved by Faculty Senate Curriculum Committee, Faculty Senate Executive Committee, and full Faculty Senate.

4) Board of Governors Approval

Full Program Proposal must be approved no later than April BOG meeting to be offered in the fall.

