Process steps for new undergraduate and graduate programs, dual and joint degrees, certificate programs

**STEP 1**
Prepare Initial Concept

- Department completes the **New Program Initial Concept**. The Dean or their designee along with the School/College Budget Manager (with the assistance of the Provost’s Office, as needed) begins discussion of the **New Program Proposal Financial Model**.

- Department submits the completed **New Program Initial Concept** to the Dean. The Dean then presents the **New Program Initial Concept** to the Dean’s Council for feedback.

- The program sponsors are promptly notified of any initial feedback from the Dean’s Council and/or the Provost’s Office with respect to the initial concept.

**STEP 2**
Develop the Proposal

- After receiving feedback, the program sponsors complete the **New Program Proposal Template** and, working with the School/College Budget Manager (with the assistance of the Provost’s Office, as needed), also finalizes the **New Program Proposal Financial Model**.

- The program proposal is then forwarded to be considered by the Department, EPC, the School/College, APC, and the Faculty Senate. These organizations may review the **New Program Proposal Financial Model** at their discretion, as well as receive feedback from the Dean or from other sources. The Dean should separately review the proposal in accordance with established School/College policy. At a minimum that review should be sent to both the APC and the Provost’s Office. The EPC, APC and Faculty Senate may, but are not required, to consider the Dean’s recommendation.

- Proposals that have been approved by the Faculty Senate are forwarded by the Faculty Senate to the Provost’s Office. The Faculty Senate should forward all materials, including the **New Program Initial Concept**, **New Program Proposal Template** and the **New Program Proposal Financial Model**.

**STEP 3**
Obtain Provost Approval

- Undergraduate and graduate proposals will be forwarded to Associate Provost for Undergraduate Programs or Associate Provost for Graduate Programs.

- A financial review will be conducted by Associate Provost for Strategy & Finance before the package is presented to the Provost for approval.

- If changes are required, the Dean or Dean designee, and the Department Chair, Program Director, or their designee will be consulted.

- Program to be reviewed and approved by Provost within six weeks of final submission.

- The Provost presents the approved new program to the Board of Regents.