New Degree Program Workflow

Development of initial proposal by initiating area

Notify Provost* for preliminary review

Provost approves advancing degree?

NO

Provost provides rationale/possible alternate action

YES

Initiating area revise as necessary

Initiating area to get approval by relevant bodies

Submission to Provost

Dean(s) submit to Provost for final review and approval. Provost will share with Deans for review.

Notify Libraries

Is this a PhD program proposal?

YES

Provost approves new degree?

NO

Provost provides rationale/possible alternate action

YES

Submit to Graduate Council for approval

Provost's Office notifies stakeholders

Initiating area contact OISS

Deans, University Registrar, Accreditation staff, etc.

Provost informs Chancellor who notifies Board of Trustees.

Provost provides annual update of new degrees to Faculty Senate Council.

Complete OISS’s New Program Information Form with information provided by Registrar’s Office.

School specific oversight bodies (e.g., School’s Curriculum Committee, the faculty, and the Dean) if new degree program involves more than one school, both schools will complete this process prior to submission to the Provost.

This process is for new degree programs or major modifications to existing degree program (see Proposal Content Guidelines).

Review and discussion may include Deans and appropriate stakeholders. *Provost may need to consult with the Chancellor for some new degrees.