

New Program Proposal Guidelines

These guidelines provide critical information for the submission of New Program Proposal forms. Consult with your dean if you need additional information or have any questions about the process or the completion of the forms.

Submission Process

- Prior to completing any paperwork, the Dean and/or Associate Dean must contact the Office of the Provost and provide a paragraph summary of intent for a New Program Proposal. **Contact Rosa Hughes, x6384, to schedule this meeting with Associate Provosts Charles Lawrence and (in the case of graduate programs) Bill Ehmann.**
- Complete all appropriate documentation outlined below with all required signatures.
- Department gains school/college approval for new programs via the internal process defined within their individual school/college
- School/College submits New Program Proposal to Office of the Provost

Deliver one electronic and one paper copy in a binder with tabs and all required signatures, to **Rosa Hughes, x6384, Admin Bldg 104.**

Submissions for a New Program Proposal must include:

- New Program Summary Sheet
- New Program Proposal Form. Forms will be returned to the program if any required signatures are missing (this includes the library's representation.)
- New Course Proposal form for each newly created or revised course associated with this program and the supporting documentation (syllabus).
- Course Fee form (if applicable) for any course that will require a new or modified fee.
- New Program Proposal 5-year Projection Form. This form includes the 5-year projection for enrollment, tuition and expenses (salary and non-salary).

Approval Process

- The Office of the Provost forwards the proposal to the Program Review Committee of Academic Assembly for review of the New Program Proposal.
- The committee meets with the sponsor of the proposal, e.g., department chair and/or dean. The committee then submits a report with recommendations to Academic Assembly.
- The Academic Assembly reviews the proposal and forwards their recommendation to the Office of the Provost.
- Academic Affairs (Office of the Provost and Office of the Registrar) reviews the proposal.
- The Provost presents the proposal to the Board of Trustees.
- Final approval is granted by the Board of Trustees. The BOT will review proposals in September, November and February.
- The Office of the Provost in consultation with the Dean of school/college determines the program launch date.

For a Successful Program Proposal Submission

All sections must be filled out completely and answer all aspects of the topics noted. Proposals should be written so that colleagues outside your discipline are able to comprehend your proposal. Incomplete or inadequate responses will result in additional requests for information and may delay the overall approval process.

Budget Process for New Degree Programs

- Departments and faculty proposing a new degree program must work with the dean and the budget manager for the school/college in crafting a proposed budget, including proposed course fees (if applicable). This budget draft must be submitted with the New Program Proposal. In collaboration with the dean and budget manager for the school/college, departments and faculty can also consult with Di Di Galligar, Assistant Provost for Business and Faculty Administration, for assistance completing the required budget sheet and course fee form(s).
- The dean of the school/college must submit any funding requests for new programs, including course fees for new courses, as part of the school/college budgetary requests for the next fiscal year as part of the regular annual budgeting process.

Library Approval Page

In order that the library can assess existing resources and plan for future needs, it is important to consult and collaborate with library staff. They will need **4-6 weeks** to review the proposal and sign the "Library Resources Section" of the New Program Proposal. Please contact **Mary Sepulveda, Coordinator of Collection Development, x6209**, early in your program planning process to initiate this review and to get an estimate of the time needed for this review.