Academic Program Approval Guidelines
Introduction

To maintain academic vitality and respond to new needs, opportunities and changes the University occasionally initiatepe (p)-4 (2l)-2.6(u)11.3 (-t. (i)8.3 (t)f2 (id)6(T)(a)11.3f2 (66(T)4( )Tj0.8.3 8-4 (t)-4.6T)4(11.3 .6(e)11n degree.

- **<u>Joint degree:</u>** a formal agreement where one degree is conferred from two institutions (or colleges/schools within a university), some courses/credits taken at both institutions/colleges/schools apply to the degree and both institutions/college/school are listed on a single diploma.
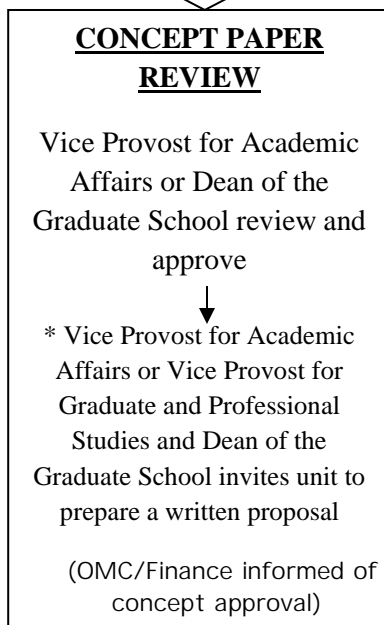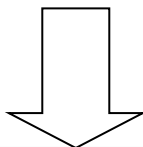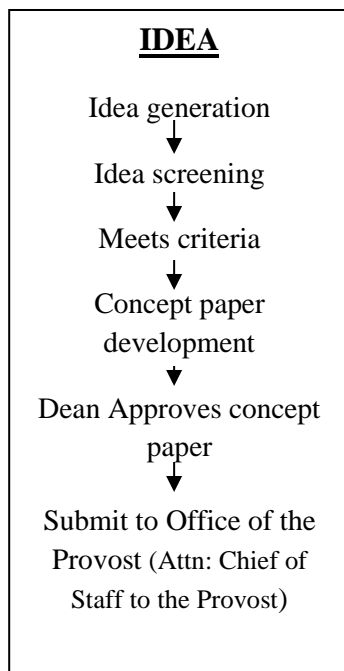
<u>Resources</u>
Reallocation of resources is critical to the start of any new program. Although new resources may occasionally be required every effort should be pursued in maximizing reallocation of college or department resources to fund a new program.

questions or to provide notification that you are developing a program that requires HLC notification or approval.

**Flow Chart for
Academic Program
Idea and Concept Development**

IDEA

Idea generation

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Idea screening

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Meets criteria

↓

Concept paper
development

↓

Dean Approves concept
paper

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Submit to Office of the
Provost (Attn: Chief of
Staff to the Provost)

**Concept Papers are
required for:**

Degree Program
Major
Certificate

**CONCEPT PAPER
REVIEW**

Vice Provost for Academic
Affairs or Dean of the
Graduate School review and
approve

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* Vice Provost for Academic
Affairs or Vice Provost for
Graduate and Professional
Studies and Dean of the
Graduate School invites unit to
prepare a written proposal

(OMC/Finance informed of
concept approval)

Proposal Flow Charts
See new degree/major and
certificate sections for
review/approval process for
proposal

*For Undergraduate programs:
   Vice Provost for Academic Affairs
*For Graduate or Professional Program:
   Vice Provost for Graduate and Professional Studies
   and Dean of the Graduate School