New Initiative/Program Approval Process

A new program is defined as any new degree, major, certificate, minor, option, track, specialization, cognate, concentration, or any other academic path which is documented on a transcript and leads to an academic award. This includes cooperative academic agreements (including consortia, contractual, joint, coordinated, dual, and bachelor to master programs) even if both programs already exist.

1. Faculty should discuss idea/concept/program/initiative with his/her department chair and dean. After initial approval from chair and dean, faculty should complete and submit New Initiative Notification Form to the Provost (with signatures completed from chair, dean, and Vice Provost for CHS items).
2. Faculty complete substantive change survey (located on accreditation website).
3. Provost reviews New Initiative Notification Form and returns it to the faculty with approval or denial to move forward.
4. After authorization from the Provost for initial development, faculty works with collaborating departments, deans, Provost's office, and Business and Financial Affairs to develop the initiative. For initiatives involving curricular development or changes, he or she develops courses and academic programs.

Curricular Process

1. For curricular programs, faculty begin with completion of the following forms: New Academic Program Proposal for Provost's office, New Academic Program Workflow form for UCC (located on their SharePoint site), and New Academic Program Review: Financial Consideration.
2. Curricular matters move through UCC process and school committees.
3. When faculty submit curricular proposals to the University Curricular Committee, he/she provides New Academic Program Proposal and New Academic Program Review: Financial Consideration to the Provost office (only graduate programs must provide financial considerations).
4. Following UCC approval and recommendation to the Provost, Provost will approve or disapprove program. If no further approval is needed (the program is not a new major or degree), faculty, department chair, dean, Admissions, Office of the Registrar, and Marketing and Communications will be informed in writing that they may move forward with recruiting and marketing the program. If further approval is needed, the Provost will present the program to the Board of Trustees and submit SACSCOC documents. Following Board of Trustee and SACSCOC approval, faculty, department chair, dean, Admissions, Office of the Registrar, and Marketing and Communications will be informed in writing that they may move forward with recruiting and marketing the program.

Non-Curricular Process

1. For initiatives not involving curriculum, faculty work with collaborating academic and non-academic departments (which could involve admissions, financial aid, student affairs, community engagement, university ministries, etc.).
2. Faculty develop a program proposal with justifications including connection to mission, benefit to the University, financial considerations, costs (including personnel, space, and funding), and benefits. The proposal must be approved by department chair, dean, and Vice Provost for CHS programs and submitted to the Provost's office.
3. Provost will approve or disapprove program. If no further approval is needed, faculty, department chair, dean, Admissions, Office of the Registrar, and Marketing and Communications will be informed in writing that they may move forward with recruiting and marketing the program.   If further approval is needed, the Provost will present the program to the Board of Trustees. Following Board of Trustee approval, the faculty, department chair, dean, Admissions, Office of the Registrar, and Marketing and Communications will be informed in writing to proceed with recruiting and marketing the program.

Revised 10/23/19

No program may be marketed, communicated, or recruited for until full approval has been secured. This includes developing codes and curriculum in Banner (or any other curricular or recruiting software) and incorporating program information in University catalogs or websites. If special permission is granted to market prior to the full approval process, all materials must be clearly marked "pending program" and no promises should be made to potential students.

Note: Highlighted forms are available on Forms Central.