TIMELINE FOR NEW PROGRAM REVIEW

STEP 1: Idea Stage	STEP 2: Initial Program Proposal Review	STEP 3: Full Application	STEP 4: New Program Review
College develops the idea and decides to move it forward, schedules meeting with Associate Provost and Assistant Provost for Finance, and completes the initial proposal (including an initial financial review) signed by respective Dean	Initial proposal submitted to Provost's Office. Provost will review initial proposal and decide to move to **Step 3** or not. After decision, an email will be send to submitter with details of next steps.	College completes new program application (with help from Office of IE and Assistant Provost for Finance) and sends to Provost's Office, then faculty proceed to **Step 5.** Assistant Provost for Finance checks in with Marketing, Admissions, A&S (for UG) and Finance.	NPR committee reviews application and sends recommendation to the Provost for approval.
TIMELINE ------------>	Initial proposal should be submitted within one month of meeting with Associate Provost.	Full application expected within two months of decision to move forward, or return to **STEP 2** for update	Recommendation sent within two months of receiving application during academic year

STEP 5: Curriculum Development and Approval	STEP 6: Faculty Senate Approval	STEP 7: University Approval	STEP 8: State Approval & Internal Communication
Faculty submit curriculum changes (Curriculum Change Forms and the Program Review Sheet), needs to be approved in the following order: 1) College Curriculum Committee 2) College Faculty Vote 3) College Dean Approval	Dean submits curriculum changes to Faculty Senate Curriculum Committee	Respective Dean presents new program to Council of Deans who vote on moving forward with the proposal. If recommended, the Provost then makes recommendation to Regent's Student Experience Committee for a vote. Faculty meets with Office of IE to review coding needs.	Application submitted to the state for approval, if required. Notify marketing, Bursar, enrollment management, institutional effectiveness, Institutional Advancement, International Center, Center for Student Success, and Career Services
Can be completed concurrently with **STEP 4**	Approval process completed within two months during academic year	Regent meetings are in September, November, February and May	45 days (currently)

Required Timeline to Start a New Program in 24 Months from Idea Stage to Enrolled Stage:

September: Idea Stage
October: Initial Program Proposal Review
December: Submit full application to Provosts Office
December: Submit curriculum changes to college

February: Faculty senate review curricular forms
March: SCAA reviews curricular forms
April: COD reviews program; Office of IE meeting
May: Student Experience Committee (BOR)
May: Begin recruitment for starting class in 15 months