Undergraduate and Graduate Programs Timeline; Group C Changes – Full Proposal

Programs to be implemented summer 2022 will have draft proposals due January 5, 2020. Programs under consideration for implementation 2023, 2024, 2025 will be listed on the SBOE 3 YR program plan for approval in April 2020.

The following items are considered for program planning purposes:

- Creating a new major and/or new degree designation
- Creating a new undergraduate or graduate certificate 30 credits or greater
- New delivery model for the program (i.e. on-line, distance delivery, hybrid)
- New geographical/physical delivery location for the program
- New or changing organizational, administrative structures
- A request for a professional program fee, self-support program fee, on-line program fee, new state appropriation, institutional reallocation, etc.
- Discontinuing a major and/or degree designation
Proposal Review Process

- College fills out the SBOE proposal form and submits it to the VPAI Office by January 5th of the given year.
- VPAI does a CIP code review
  - Viable
    - Proposal Development
  - Likely not viable
    - Another Market
    - Pass
Workflow for Proposals (Group C) – should a proposal pass the initial CIP code review

**ASSCommittee**
- Proposal is given to the ASSC and a meeting set up for the unit/college to meet with the committee. This is the opportunity for the committee to ask questions and get clarification on any areas of the proposal.

**Back to the college**
- The college then has until November 1st of the given year to create a final draft of the proposal and all components must be included including a budget.

**Vice Provost for AI**
- The final proposal is sent to the VPAI Office. The VPAI Office will put the proposal in a shared space for review by Registrar, IEA and Budget office.

**Review**
- Those offices will review the final and make final comments via comments and track changes and will notify the VPAI Office when their review is complete.

**Vice Provost for AI (faculty will go to the state board mtg in April)**
- VPAI Office will upload the proposal to the State Board site and monitor approval. Once approved the VPAI Office will notify IEA that it is ready for NWCCU review. Once final approval is in, the VPAI Office will notify the university and update the

**GPR**
- UCC will notify VPAI Office that the proposal has been approved. VPAI Office will work with senate to create a GPR with all the approvals for the year or semester.

**UCC**
- VPAI Office will notify the chair of UCC that the proposal is ready for UCC review (UCC chair will have access to the shared space). Chair will process through UCC.

**Vice Provost for AI**
- VPAI Office will work with the college for any final edits.