

SECTION 10

Approval/Review Process

(used for all categories of program changes other than modification)

1. Once the proposal is submitted by the Dean and approved by the Registrar via [CourseLeaf](#) the Office of the Provost (attn.: Chief of Staff to the Provost) will coordinate the approval/review process.
2. The Vice Provost for Academic Affairs for undergraduate programs or the Vice Provost for Graduate and Professional Studies and Dean of the Graduate School for graduate and professional programs will review the proposal for congruence with strategic planning, completeness of curriculum, assessment and learning outcomes. Based on this review the Vice Provost for Academic Affairs or the Vice Provost for Graduate and Professional Studies and Dean of the Graduate School will determine to either allow the review/approval process to continue or be returned to the submitting college for revision.

Program modifications will be approved by the Vice Provosts for Academic Affairs for undergraduate programs or the Vice Provost for Graduate and Professional Studies and Dean of the Graduate School for graduate and professional programs. The Vice Provost may at his or her discretion submit the modification to the University Board of Undergraduate Studies or the University Board of Graduate Studies as appropriate for review.

3. The program approval process includes several concurrently conducted reviews including academic (curriculum and assessment), enrollment, financial, student financial aid, and space requirements. See attachment D “[Program Approval Grid](#)”. The approval/review flow chart is included in each particular program section.
4. Academic review
 - Proposals that are determined to be complete in content are submitted to the University Board of Undergraduate Studies for undergraduate programs or the University Board of Graduate Studies for graduate or professional programs for review and approval.
 - For new or discontinued degree, major, or certificate the proposal if approved by the University Board of Undergraduate Studies or the University Board of Graduate Studies is submitted to the University Academic Senate (UAS) for review and approval.
 - The UAS is informed by the University Board of Undergraduate Studies or the University Board of Graduate Studies on the approval of new or terminated minors, concentrations, specializations, or accelerated degree programs.
5. Financial, enrollment, student financial aid, and space requirement reviews will be conducted by the appropriate unit or individual as appropriate based on the content of the proposal.

6. Results of the academic, financial, enrollment, student financial aid, and space requirement reviews will be assembled by the Chief of Staff to the Provost and used in determining approval of the proposed program.
If approved by the Provost:
 - Proposals for new or terminated degrees or new core curriculum will be submitted to the President and Board of Trustees for approval.
 - The President and Board of Trustees will be informed on the approval of all other new or terminated academic programs.

7. Programs verified as requiring additional resources external to the college or school will be submitted to the annual budget building process for inclusion in the following year budget. Resource additions will only be approved if included in the Board of Trustees approved fiscal budget.