**NEW PROGRAMS**

The Colleges/Schools will need to determine a timeline for moving all curricular changes through their unit. [Note: All new programs, as well as program terminations will need an initial meeting with OIE to determine the appropriate course of action.] See the proposal submission deadlines under UC Meetings or GC Meetings on the Provost’s website, under Curriculum.

**Step 1** **Initial meeting with OIE**

Meet with the Vice Provost for Institutional Effectiveness with the rudimentary ideas pertaining to the program.

* This meeting should occur after the program developer has informed the dean.
* The Vice Provost will provide direction related to process and submission of forms.
* The Vice Provost will also determine whether the new program is a substantive change that must be approved by SACSCOC prior to implementation. (***See critical deadlines under Step 7****.)*

**Step 2** **Pro forma submission and review**

*This step* *applies to new program development that will generate new students to the University*.

Submit the pro forma to the chair of the appropriate curriculum council (UC or GC). The pro forma will be reviewed by the Provost, Executive Vice President for Administration and

Finance, and the Senior Vice President for Enrollment Management.

* Direct consultation with the dean and program developer will occur as needed.
* Reviews will be scheduled three times during the year. Meeting dates and submission deadlines for the pro forma will be posted on the Provost’s website under Curriculum, on the UC Meetings and GC Meetings pages.

**Step 3 Formal prospectus development and college-level review**

A formal written program prospectus (New Program Prospectus) is developed.

Both of the following are expected, but the order may be determined by the college/school:

* The prospectus is vetted by the college/school internal curriculum mechanism, such as the curriculum committee
* The Vice Provost for Institutional Effectiveness will review the finished prospectus to ensure accreditation compliance. This must be done in time to allow feedback to the writer of the prospectus and the chair of the curriculum committee prior to submission to the Graduate Council or Undergraduate Council.

**Step 4 Proposal submission**

The new program prospectus and the Program Change Form will be submitted to the Undergraduate Council or the Graduate Council.

**Step 5 Council review and vote**

The new program will be presented for vote to the Undergraduate Council or the Graduate Council.

**Step 6 Board of Trustees approval**

New programs will be presented to and voted on by the Educational Policy Committee of the Board of Trustees, then the entire Board. Board meetings normally occur in late October/early November and in April.

**Step 7 Submission to SACSCOC, if necessary**

If necessary, the New Program Prospectus will be submitted to SACSCOC as a substantive change.

* Deadlines for submissions to SACSCOC:
	+ January 1 for 7/1-12/31 implementation (a Fall term start)
	+ July 1 for 1/1-6/30 implementation (a Spring or Summer term start)