New Degree Proposal Process

1. Pre-proposal submitted to VPAA.

2. Provost & VPAA review pre-proposal.

3. Yes/No decision by Provost.

   → If "No"– Provost returns proposal to department with rationale for rejection.

4. If "Yes"-department/faculty members instructed to prepare full proposal.

5. Department prepares full proposal and submits to VPAA, who assists Department in draft preparation. When final draft ready, Department submits to Registrar for log-in, who forwards to Provost.

6. Provost reviews proposal prior to submission for campus review.

7. Department makes corrections and returns proposal to Provost.

8. Provost forwards degree proposal to Budgetary Affairs and Discipline-Specific Curriculum Committee (DSCC). DSCC and Campus Curriculum Committee (CC) vote on proposal.

   → If "No" vote, recommendations provided to department. Department determines whether concerns are addressable and revises proposal beginning with step 5.

9. Curriculum committee submits proposal to Faculty Senate for vote.

   → If "No" vote by Senate, department determines whether concerns are addressable and revises proposal beginning with step 5.

10. If "Yes" vote by Senate, the Provost forwards proposal to the Chancellor and to UM Academic Affairs.

11. UM Academic Affairs reviews proposal and provides feedback or approval to S & T Provost. Proposal reviewed by other UM system campuses. VPAA works with department on revisions, if required. Final draft submitted by VPAA to Provost. Provost reviews and returns revised proposal to UM Academic Affairs for approval.

12. UM Academic Affairs submits proposal to Board of Curators for vote.

    → If "No"-- department reviews BoC feedback and evaluates ability to resubmit proposal. Process begins with step 5.

13. If "Yes" UM Academic Affairs submits proposal to CBHE for approval.

14. Proposal reviewed by other 4-year publics. If approved by CBHE, program implemented on campus.

15. Program Assessment at 1, 3 and 5 years.

16. If Program Assessment is positive, program is assessed in future years through periodic (5-year or 6-year) program review process.

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