# Process for the Development and Review of New Program, Program Revisions, Program Termination, & Name Change Proposals

All proposals must undergo the appropriate unit-level review prior to submission.  This includes review and approval by the:
   - proposing department(s)/program(s)
   - college/school curriculum committee(s) and college/school faculty
   - college/school Dean(s)
   - Graduate College Executive Council and Dean [graduate programs only]

Once unit-level review is complete, proposals (including all letters of support and an abstract if required) should be submitted to the Associate Provost for Academic Affairs.  Upon successful review by the Office of the Provost, proposals will be sent to the Faculty Senate Curricular Affairs Committee (CAC) for review and approval.  If approved by the CAC, proposals needing further approval by the Faculty Senate will be presented to the Faculty Senate Executive Council who will approve their inclusion on the next Faculty Senate meeting agenda.  Following approval by the Faculty Senate, the Provost then reviews the final proposal and presents it to the President; they have 30 days to respond.  If approved by the President, proposals that require Board of Trustees approval will be presented to the Board.


**IMPORTANT NOTES**
❖ All proposals must be circulated for public comment for a _minimum of 15 days_ prior to being voted on by the CAC (see Critical Dates below).
❖ Proposers should allow a _minimum of one week_ between submission to the Associate Provost for Academic Affairs and circulation.
❖ Catalogue edits are due prior to March 30 of each year.  Proposals approved by the Faculty Senate and/or Board of Trustees after March 30 may be included in the Catalogue addendum that is posted on or about June 30th of each year.  Proposers should contact the Assistant Provost and their unit's Catalogue Editor as soon as the program is approved by the Board of Trustees at the May meeting, to discuss its inclusion in the addendum.

## Critical Dates – AY 2023-2024
NOTE: These dates represent a best-case scenario.  Missing items (e.g. abstracts, support letters), concerns raised during the public comment period, etc. can delay things.

| Circulated for Public Comment | CAC Meeting | Faculty Senate Meeting | Board of Trustees Meeting |
|---|---|---|---|
| April 4, 2023 | May 4, 2023 | August 28, 2023 | October 20-21, 2023 |
| August 22, 2023 | September 7, 2023 | September 18, 2023 | |
| September 20, 2023 | October 5, 2023 | October 23, 2023 | February 9-10, 2024 |
| October 18, 2023 | November 2, 2023 | November 27, 2023 | |
| November 22, 2023 | December 7, 2023 | December 18, 2023 | |
| December 8, 2023 | January 4, 2024 | January 22, 2024 | |
| January 17, 2024 | February 1, 2024 | February 26, 2024 | May 17-18, 2024 |
| February 21, 2024 | March 7, 2024 | March 25, 2024 | |
| March 20, 2024 | April 4, 2024 | April 22, 2024 | |
| April 17, 2024 | May 2, 2024 | May 16, 2024 | October 25-26, 2024 |