

Checklist

Overview

This checklist is a guide for new academic program and program expansion development. Some steps may be more effectively accomplished in a simultaneous fashion, and it may be best for the department chair and school director to seek input from the Provost's Office prior to concept paper completion.

Each step, including the suggested action participants, serves as a guide. There may be times when the action participants will be other than those suggested.

Proposal Components	Action Participants	Applicable Approvals	Notes
Concept Paper <ul style="list-style-type: none"> • Cover Sheet • Rationale 	Department Chair & School Director	Provost President President's Cabinet	
Feasibility Study <ul style="list-style-type: none"> • Estimate of Student Demand • Articulation Opportunities • Labor market & graduate school prospects • 5 year budget pro forma • Academic capacity 	Department Chair & IR Office Department Chair & School Director Department Chair & School Director Department Chair/IR Office & Provost School Director & Provost	Provost President President's Cabinet Board of Trustees	
Curriculum Proposal <ul style="list-style-type: none"> • Curriculum description for new & existing courses • General education requirements • Learning goals & assessment 	Department Chair & faculty Department Chair & faculty Department Chair & IR Office	Undergraduate: Department Faculty Programs and Policies Provost Graduate: Department Faculty Graduate Committee Provost	

<ul style="list-style-type: none"> • Course offering schedule/mock calendar 	Department Chair/Registrar/Faculty Services		
<ul style="list-style-type: none"> • Prospective student evaluation checklist 	Registrar		
<ul style="list-style-type: none"> • Financial Aid Review 	Financial Aid Director		
<ul style="list-style-type: none"> • Enrollment Review 	Executive Director of Enrollment/VP of Enrollment		
<ul style="list-style-type: none"> • Faculty roster & workload analysis 	School Director		