

## NEW ACADEMIC PROGRAM PROPOSAL PROCESS

*Revised 11/2011*

<b>PRIOR TO ACADEMIC YEAR 1</b>	
June 1	Provost approves recommendation from the school dean to develop new program proposal <i>files PDE letter of intent, if required</i>
Summer/Fall	Dean and department chair work with the Enrollment Management Group to develop a market analysis to determine demand for the new program and potential impact of the new program on any existing programs
<b>ACADEMIC YEAR 1</b>	
Fall/Spring	Dean and department chair work with the Offices of the Provost and Planning & Budget to develop a program budget, including resource demands required for a) Gumberg Library ( <u>form</u> ), b) Educational Technology and Information Systems ( <u>form</u> ), c) marketing plan ( <u>form</u> )
April 1	Dean submits proposal to Academic Council for review and its recommendation to the Provost GRADUATE PROGRAMS are reviewed initially by the Graduate Council for comments and then move to the Academic Council
May 15	Provost submits recommendation to the President to approve proposal
June 1	a) Upon approval by the President, Planning & Budget incorporate new program proposal into fiscal planning b) <i>PDE proposal submitted, if required</i>
<b>ACADEMIC YEAR 2</b>	
Fall	If required, PDE site visit scheduled in September or October
Fall	Marketing and promotion of program begins; faculty begin to develop classes and schedule This cannot begin without PDE approval, if required Upon approval by PDE, notification is made to the Registrar, Institutional Research, Enrollment Management, and others as needed
Spring/Summer	Student recruitment continues Faculty continue development of classes and schedule
<b>ACADEMIC YEAR 3</b>	
Fall	New program begins