

## Submission of Proposals for New/Modified Academic Programs/Units

This is a guide to the academic program/unit proposal review and approval process at the University of Nebraska-Lincoln. Academic programs include majors, degrees, and certificates. Academic units include colleges, departments, schools, centers, bureaus, institutes, and other academic entities requiring APC, administrative, Board of Regents, or CCPE approval.

*Anyone preparing a proposal should begin by speaking with the appropriate vice chancellor (AA or IANR) to make sure that the correct forms are used.*

**Proposal:** The CCPE proposal format is available by going to the CCPE or APC website. Follow the CCPE format exactly, using their sequence and language. For expedited graduate certificate proposals, use the form available at the Graduate Studies website.

**Addendum A:** The Board of Regents requires language about the relationship of the proposal to the NU Strategic Framework. That document is available at the NU website, <<http://www.nebraska.edu>>.

**Addendum B:** Proposals involving new majors or degrees must include thorough but concise descriptions of:

1. The primary student learning outcomes of the proposed major/degree.
2. Admission criteria and selection procedures for students seeking admission to the major/degree.
3. The coursework, research or other academic requirements for students enrolled in the major/degree.
4. How and when advisors are assigned for students in the major.
5. If applicable: Are there national guidelines or accreditations for such programs? If so, will this program meet the established standards?

**Step 1:** Proposer consults with appropriate person in SVCAA and/or VCIANR office to determine if the proposal will eventually need review/approval from the CCPE and which forms need to be used.

**Step 2:** Proposer develops a full proposal using the CCPE format (for certificate programs use the relevant NU Certificate Proposal Form.

- Unit mergers should be treated as an organizational change and follow CCPE’s outline titled “New Organizational Units” and respond to “APC Guidelines for Providing Information for Unit Mergers.”
- Any new or modified undergraduate or graduate programs that are included in a proposed merger should be presented as a separate proposal.

**Step 3:** Proposer submits final proposal to SVCAA and/or VCIANR.

**Step 4:** SVCAA or VCIANR will inform the deans of the nature of the proposal, then review and submit—if endorsed—a final

proposal to APC—or, if a graduate program, to UNL Graduate Studies—for review.
<i>For graduate programs only—</i>
<b>Step 4A:</b> After review, the UNL Graduate Council votes to approve, table, or disapprove the proposal. If approved, the proposal is forwarded to APC.
<b>Step 5:</b> APC sub-committee completes its review and reports to the APC.
<b>Step 6:</b> APC recommends approval or disapproval. This decision is transmitted to the Chancellor with copies to the SVCAA and/or VCIANR.
<b>Step 7:</b> The SVCAA and/or VCIANR reviews the proposal with the Chancellor. If approved, the SVCAA and/or VCIANR sends the proposal to the NU Provost with a memo requesting consideration by CAO—and, if a graduate program, by EGC. (CC to Cathy Robertus.) <i>[Note: Proposals to EGC must be received 2 weeks prior to EGC review. Proposals to CAO must be received 1 week prior to a CAO meeting.]</i>
<b>Step 8:</b> Upon successful review by CAO—and, if a graduate program, by EGC—the SVCAA and/or VCIANR requests that a BOR agenda item (initialed by the SVCAA and/or VCIANR) and a 3-page executive summary of the proposal be prepared. The Chancellor signs off on the BOR agenda item. It and the executive summary are then sent to the NU Provost. (CC to Cathy Robertus and Jeanne Holdren.) <i>[Note: BOR agenda items must be received 22 days before a BOR meeting.]</i>
<b>Step 9:</b> The NU President and all vice presidents hold a BOR agenda review to examine all items submitted for the BOR meeting.
<b>Step 10:</b> The BOR Executive Committee holds a BOR agenda review to examine items submitted to them for the BOR meeting.
<b>Step 11:</b> BOR review and approval.
<b>Step 12:</b> After BOR review and approval, if required, the NU Provost submits the executive summary to the CCPE for review and approval.
<b>Step 13:</b> If required, CCPE review.

*Note: Once a proposal first leaves campus:*

- *If it involves a graduate program and must go to CCPE, expect up to 22 weeks for review.*
- *If it involves a graduate program and need not go to CCPE, expect at least 10 weeks for review.*
- *If it does not involves a graduate program and must go to CCPE, expect up to 20 weeks for review.*
- *If it does not involves a graduate program and need not go to CCPE, expect at least 8 weeks for review.*