

Timeline for Submission of New Degree Proposals

Academic Affairs * June 5, 2007

Phase One: Getting the proposed degree program on the master plan

Summer 1 (Summer 2007, e.g.)

- The degree program to be proposed is a part of the department's Strategic Plan
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- The department chair writes the Introduction section of the BOG Request to Offer a New Degree Program
- The department chair discusses the proposal with the college dean and together they draft a narrative outlining how the new degree program meets the mission of the institution, academic affairs, college and department. In addition to the narrative, the Introduction section of the *BOG Request to Offer a New Degree Program* is completed.
- *For a graduate program:* If the college dean approves, the college dean and department chair discuss the proposal with the graduate dean
- The college dean discusses the proposal with the provost
- If the provost approves, the proposed degree program is added to the New Degree Master Plan *and* if applicable, SACS is notified of the intent to pursue the approval of a new degree program

Phase Two: Getting the proposed degree program proposal through university governance

Fall Semester 1 (Fall 2007, e.g.)

- The department chair completes the rest of the BOG Request to Offer a New Degree Program
- The department chair discusses the complete proposal with the college dean
- *For a graduate program:* If the college dean approves, the college dean and department chair discuss the complete proposal with the graduate dean
- The department chair submits the complete proposal to the Academic Affairs Program Review Committee
- After the complete proposal is edited as necessary, the college dean (and, if a graduate program, the graduate dean) discusses the proposal with the provost
- The college dean prepares the new degree implementation budget request for presentation at the Academic Affairs Budget Committee meeting in mid **February**

Phase Three: Getting the proposed degree program proposal through faculty governance

Spring Semester 1 (Spring 2008, e.g.)

- The department chair submits the proposal to the college curriculum committee
- If the college curriculum committee approves, the department chair secures any additional necessary signatures and submits the proposal to the Faculty Association's Academic Programs Committee

- If the APC approves, the proposal is put on the agenda for a Faculty Association meeting
- If the Faculty Association approves, the proposal is submitted to the provost
- The provost discusses the proposal with the president

Phase Four: Getting the proposed degree program proposal through the Board of Trustees

Summer 2 (Summer 2008, e.g.)

- If the president approves, the provost and college dean present the proposal to the Educational Policy Committee of the BOT
- If the EPC approves, the proposal is submitted to the Board of Trustees
- If the proposal is not for a doctorate, and if the BOT approves the new degree proposal, the new degree is formally approved
- If the program is a doctorate, the new degree proposal is submitted to the Board of Governors. If the BOG approves, the new degree is formally approved
- If appropriate, at this point a Substantive Change Prospectus is submitted to SACS.

Phase Five: Implementation of the new degree program

Fall Semester 2 (Fall 2008, e.g.)

- The department chair writes the APC3 for implementation of the program and the APC1s for implementation of the new courses for the program
- The department chair submits the APC forms to the college curriculum committee
- If the college curriculum committee approves, the department chair secures all the other signatures necessary on the forms (college dean(s) and graduate dean) and submits the APC forms to the Faculty Association's Academic Programs Committee
- If the APC approves, the proposed degree plan and courses are put on the agenda of a Faculty Association meeting
- If the Faculty Association approves, the new degree is added to UNF's offerings and catalog copy is prepared

Spring Semester 2 (Spring 2009, e.g.)

- Through discussion with the provost, the college dean ensures that pre-allocated resources are ready for the new degree to be implemented

Spring Semester 2 and Summer 3 (Spring 2009 and Summer 2009, e.g.)

- The new degree program is advertised and students are recruited
- Needed resources are secured
- Courses are planned and scheduled for offering in the fall semester

Fall Semester 3 (Fall 2009, e.g.)

- The new degree is launched