

University Courses and Curriculum Committee
New Program Proposal Procedure

The following procedure outlines how new program proposals (degree, diploma, certificate, or other for-credit credential) are initiated, reviewed, and approved.

1. An initial Letter of Intent (LOI) form is completed by the college.
 - a. The initial LOI should include a summary of the proposed addition(s) along with the anticipated implementation date and location.
 - b. The LOI should be submitted at least 12 months prior to the anticipated launch date.
 - c. One electronic copy of the initial LOI should be submitted to uccc@uno.edu
 - d. Submitted LOI forms are logged and reviewed by the Office of Academic Affairs
2. The Office of Academic Affairs logs and reviews the LOI and either returns it to the dean for revision or forwards it to the Office of the President.
3. If approved by the president, the Office of the President will include the proposed program on the annual three-year academic plan submitted to the UL-System.
4. The UL-System then circulates the plans to Chief Academic Officers and labor market representatives for statewide review and comment.
5. Once approved by the UL-System, the Board of Regents Academic Degree Program Proposal form must be completed by the department chair. All information required on the form must be included. Once completed, the completed Academic Degree Program Proposal form will be submitted by the Office of the President to the Louisiana Board of Regents.
6. Program proposals for non-certificate programs will be circulated to statewide Chief Academic Officers for review and comment. The home department is responsible for addressing issues and concerns raised during this review and identified by Regents staff before consideration for approval by the Board of Regents.
7. Proposals for all graduate degrees (master's and doctoral) and for highly technical and/or selective baccalaureate degrees require review by an external consultant. External reviewers are selected by Regents staff, and external evaluations will be conducted as desk reviews. The proposing system and/or institution is responsible for the cost associated with external reviews. Regents staff will manage the external review process and coordinate with campus staff for payment and final submission of the report.
8. Once a proposal has been approved by the Board of Regents, the dean is responsible for completing the University Courses and Curriculum process, and, if necessary, the SACSCOC Substantive Change process.
9. Once a proposal has been approved by Board of Regents, the following documents should be completed in Curriculog:
 - a. Add Curriculum Form
 - b. Student Learning Outcomes Template

- c. Program of Study Requirements Template
- d. Recommended Four Year Plan Template

The standard curriculum review process applies – please see University Courses and Curricula Procedure document.

10. A new program with at least 25 percent new content is a significant departure from the institution's existing programs and requires SACSCOC notification of or approval of the change prior to implementation. New program notification or approval equally applies to a degree, diploma, certificate, or other for-credit credential. [See SACSCOC Liaison for questions and assistance]
- a. Notification: a new program with 25 – 49 percent new content. The notification can be submitted to SACSCOC any time before implementation, and once submitted, the program can be implemented.
 - b. Approval: a new program with 50 – 100 percent new content. Changes requiring approval cannot be implemented until approved by the Executive Council of the SACSCOC Board of Trustees. The submission deadlines are:
 - i. January 1 for changes to be implemented July 1 through December 31 of the same calendar year and
 - ii. July 1 for changes to be implemented January 1 through June 30 of the subsequent year.

Notifications

Approvals/actions taken by the UL-System Board and the Board of Regents are tracked by the Offices of the President and Academic Affairs, then communicated to the college dean.

The Office of Academic Affairs will notify the Office of Enrollment Services and the Office of the Registrar, as well as SACSCOC, regarding new programs.

Resources

Board of Regents guidelines and templates:

<https://regents.la.gov/academicaffairs-policiesandprocedures/>