CHECKLIST FOR CREATING A NEW PROGRAM

Use this checklist if you would like to create a new program. Note: New Programs must go through the new program proposal process at [http://provost.unlv.edu/vpaa/acadprop.html](http://provost.unlv.edu/vpaa/acadprop.html).

- Completed the VPAA program proposal process
- Entered contact name address, email and department in the Program course create form
- Discussed with the Curriculum Team and/or entered the correct Effective term.
- Entered the data in section III that applies to my program. Made sure that all Program Credit hours and totals where accurate.
- Provided the catalog txt for the program for each section in the existing catalog where it is believed this information should be inserted.
- Received all three required signatures.
- **Submitted to the Curriculum Team.**
- Attend the Faculty Senate Meeting when the program is up for review.

Once approved by the FSCC you will receive notice from the Curriculum Team when the program has been entered in the catalog and People Soft (which includes degree audit),