



## Academic Program Proposal Checklist

This checklist is designed as a step-by-step guide to complete the new program proposal process after the initial conversation with the Vice Provost for Academic Programs and the second step, the Pre-proposal has been approved. The checklist notes who completes each step so the proposer can keep track of where the proposal is in the process. If course fees or differential tuition is proposed for the new program, additional time will be needed for that process.

Forms are submitted to the Vice Provost for Academic Programs (VPAP) at [vpap@unlv.edu](mailto:vpap@unlv.edu).

Check When Complete	Who Completes This Step	Step
	Proposer	<ul style="list-style-type: none"> <li>Complete the Academic Assessment Plan for the new program and submit it to the Office of Academic Assessment for approval and signature.</li> <li>Concurrently, submit library resources required (journals, monographs, books, databases, etc.) electronically to the Lied Libraries for Collection Development review at <a href="mailto:librarycdm@unlv.edu">librarycdm@unlv.edu</a> and obtain a response.</li> <li>If a graduate program is being proposed, ensure that all Graduate College requirements are met by consulting the Graduate College.</li> <li>If the program proposed is an interdisciplinary graduate program, consult with the Graduate College and read the Graduate College Interdisciplinary Graduate Program guidelines. There will be additional steps with the Graduate College to set up the interdisciplinary program.</li> </ul>
	Proposer	<p>Complete the following documents in the formats specified:</p> <ol style="list-style-type: none"> <li>NSHE Academic Program Proposal Form using the NSHE Proposal Form Guidance; Determining Student FTE; NSHE Criteria for Program Degrees Conferred, and any Fee Proposals (if appropriate).</li> <li>NSHE Cost Estimate and Cost Estimate Worksheet using the New Program Cost Estimate Guidance, Determining Student FTE, and Differential Fee Proposal (if appropriate). The Worksheet should clearly convey the origin of the figures on the Cost Estimate.</li> <li>Obtain letters of support (can be PDF).</li> </ol>
	Dean	Dean completes a memo, see sample, on the college/school's letterhead supporting the proposal, indicating how the faculty and other resources will be provided from either the current budget or will be requested in the next budget cycle. The new program cannot have a start date before the resources are available.
	Proposer	<p>Assemble documents in the formats specified below, in this order:</p> <ol style="list-style-type: none"> <li>NSHE Academic Program Proposal Form (<b>Word document</b>).</li> <li>Dean's Memo (<b>can be PDF</b>).</li> <li>Academic Assessment Plan (<b>can be PDF</b>).</li> <li>Community letters of support, (<b>PDF</b>).</li> <li>NSHE Cost Estimate (<b>Excel spreadsheet</b>).</li> <li>Cost Estimate Backup (<b>separate Excel spreadsheet</b>).</li> </ol> <p>Submit the documents <b>electronically</b> to the Vice Provost for Academic Programs at <a href="mailto:vpap@unlv.edu">vpap@unlv.edu</a>.</p>
	EVP&P, VPAP, Graduate	The full proposal will be reviewed by the Executive Vice President and Provost (EVP&P), VPAP, and Graduate College Dean (if a graduate degree) and a meeting scheduled for questions, if needed.



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	College	
	Proposer	<p>If proposal is approved the proposer submits to:</p> <ul style="list-style-type: none"> <li>- Undergraduate: Faculty Senate Curriculum Committee through Curriculog.</li> <li>- Graduate: Dean of the Graduate College and the New Program Committee through Curriculog.</li> </ul>
		Faculty Senate or Graduate College approves and informs proposer and VPAP.
	VPAP	If approved, VPAP sends proposal to the NSHE Academic Affairs Council (AAC) for review.
	AAC	Proposal is reviewed by AAC and VPAP is notified of the Council's decision.
	ARSA & BOR	If approved by AAC, it is placed on the next quarterly meeting agendas for the Board of Regents (BOR) Academic, Research, & Student Affairs Committee (ARSA) and the Board of Regents.
	Proposer	Professional licensure programs must comply with federal regulations and the National Council for State Authorization Reciprocity Agreements (NC-SARA). If the new program proposal is a professional licensure program, request an appointment with the Office of Educational Compliance (OEC) at <a href="mailto:sara.edcompliance@unlv.edu">sara.edcompliance@unlv.edu</a> .
	VPAP	<ul style="list-style-type: none"> <li>• Once the Board of Regents provides the official notification of approval of a new program, a Provost Alert is issued by the Vice Provost for Academic Programs. The Provost Alert serves as the official notification to the campus that the program has been approved.</li> <li>• The VPAP submits the newly approved degree to the Northwest Commission on Colleges and Universities (NWCCU) for approval to be covered in UNLV's regional accreditation.</li> </ul>
	Registrar	<p>Open admissions and enrollment to the new program.</p> <p>Professional licensure programs are required to have their program's professional licensure public disclosure web page live prior to admitting or enrolling students. Talk to the Office of Educational Compliance (OEC) at <a href="mailto:sara.edcompliance@unlv.edu">sara.edcompliance@unlv.edu</a>.</p>
	Proposer	<p>Submit the degree to to have it added to the <a href="#">Degrees Directory</a>:</p> <p>Complete the process to submit it to the degrees directory found at the bottom of each degree page, in the bottom right corner.</p> <p>This is generic list of the information to have ready to add a new degree:</p> <ul style="list-style-type: none"> <li>• Department name</li> <li>• Name of degree, exactly as submitted and approved</li> <li>• URL to be updated, if applicable</li> <li>• Degree description, use it to sell the degree!</li> <li>• Learning outcomes</li> <li>• Approval of learning outcomes by Office of Academic Assessment, <a href="mailto:assessment@unlv.edu">assessment@unlv.edu</a></li> <li>• Degree worksheets</li> </ul>



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		<ul style="list-style-type: none"><li>• Plans of study</li><li>• Career possibilities</li><li>• 5 current year representative syllabi with current academic year memo information</li><li>• Supplemental information, optional</li></ul> <p>Changes and eliminations require much less information and can be accessed <a href="#">at this same link.</a></p>
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**Note: Program will be reviewed 1, 3, 5 and 10 years from its effective date.**