|  |  |  |
| --- | --- | --- |
| **Must Know Information for a New Program, Degree, Major Proposal** | | |
| The full proposal is the second step in the new program, degree, or major process after a pre-proposal has been approved. The full proposal requires a resource analysis and an academic assessment plan. There is a checklist to guide you through the steps in the proposal process which also references an approximate timeframe for completion of the full process. The checklist contains information needed to complete the documents and it has specifics on the format (i.e. Word, Excel, PDF) in which the documents are to be submitted. The *New Program, Degree, Major Proposal Coversheet* must be submitted with all signatures.  The *New Program Proposal Process Flowchart* is a graphical representation of the new program process.  *UNLV’s regional accrediting agency the Northwest Commission on Colleges and Universities has implemented fees to review new programs, degrees, majors, certificates, units, centers, institutes, etc., in order for the new items to be included in the university’s accreditation. It is not optional, it is required. See Fees Associated with Additions, Eliminations, Changes on the Program Actions & Processes page.* | | |
| *All additions require the approval of those listed below prior to submission for NSHE Academic Affairs Council and Board of Regents approval.*   * *Faculty vote* * *College or school curriculum committee* * *College or school dean* * *Unit Chair or Director* * *Faculty Senate* * *Graduate College if a graduate program* * *Vice Provost for Academic Affairs* * *Executive Vice President and Provost* | | |
| Helpful UNLV and NSHE definitions can be found here: <http://provost.unlv.edu/vpaa/files/APAP/NSHE-BoR-UNLV-definitions.pdf> | | |
| For questions please contact the Office of the Vice Provost for Academic Affairs at 702-895-1267. | | |
| All documents are to be submitted by the college or school dean to [vpaa@unlv.edu](mailto:vpaa@unlv.edu). | | |
| **Documents to submit:** |  |  |
| * Coversheet | | |
| * Dean’s Memo | | |
| * Academic Assessment Plan approved by the Office of Academic Assessment | | |
| * New Program, Degree, Major Proposal Form | | |
| * NSHE Academic Program Proposal Form * If letters of support are not electronic, they must be scanned and included as pages in the proposal as well as any other supporting information. | | |
| * NSHE Five-Year Budget Cost Estimate | | |
| Please stay in contact with the Office of the Vice Provost for Academic Affairs at 702-895-1267 to track the progress of this request. | | |
| Once the Board of Regents provides the official notification of approval of a new program, a *Provost Alert* is issued by the Office of the Executive Vice President and Provost. The *Provost Alert* serves as the official notification to the campus that the program has been approved. The unit can then begin the process of adding the program and its courses to the catalog through the appropriate undergraduate or graduate process. | | |