



OFFICE OF ACADEMIC AFFAIRS

New Program Option



START

IDEA STAGE

- Conversations with:
 - Faculty/Deans/Chancellors;
 - Professional and Continuing Education (PCE) for fee-based programs;
 - Graduate School Office of Academic Affairs (OAA) to discuss review process;
 - Other stakeholders.



PROPOSAL DEVELOPMENT

- Faculty lead contacts OAA for proposal guidelines;
- Unit contacts Student Financial Aid;
- OAA reviews draft proposal and includes Service Selection Form from Continuum College (for fee-based programs).



FINISH

LAUNCH

- Unit works with Graduate Enrollment Management Services (GEMS) to create academic profile;
- Program review consistent with unit scheduled review.



CREATE CODE

- OAA directs Registrar to create new program code.



GRADUATE SCHOOL COUNCIL

- Graduate School Council considers proposal as consent agenda item.



FINAL PROPOSAL

- Includes Service Selection Form from Continuum College (for fee-based programs);
- OAA review and approval.

