Planning and Establishing New Degree Programs

Pre-Development Consultation (est. 1-3 months)

- Dean(s) consults with Provost and seeks authorization to proceed with the proposal to develop a new degree program. For bachelor's/master's programs, consultation should occur a minimum of 1 year prior to proposed start date. For doctoral programs, consultation should occur at least 1.5 years prior to proposed start date.
- If approved, Dean consults with Associate Provost to schedule 90 minute Kick-Off meeting with individuals involved in proposal development.^a

Proposal Development (est. 2-3 months)

- A draft Request for Planning Authorization (RPA) and Request to Establish (RTE) is prepared by unit personnel.^b
- Necessary addendums include: Substantive Change Planning Questionnaire, UNC System Academic Programming Financial Worksheet, and Student Learning Outcomes Assessment Plan.
- If a SACSCOC Prospectus is required or the program involves online and/or off-campus delivery, additional steps and documents will be completed by the unit, as outlined in the consutation meeting.

Faculty Governance (est. 5-7 months)

- Pending consultation and feedback from the Associate Provosts on the RPA and RTE, documents will be uploaded to Modern Campus Curriculum (formerly Curriculog) using the New Degree Program form.
- Following Faculty Council review, the Provost and Office of Academic Affairs reviews the forms and decides to proceed with Chancellor consultation or return proposal to the college with additional comments/considerations.

System Review (est. 6-12+ months)

- If approved to proceed, Office of Academic Affairs submits the final proposal to UNC System Office and posts the final version on the Academic Program Planning and Authorization webpage.
- Subsequent review follows in accordance with timeline established by UNC System Office.

^a If the proposed program includes online and/or off-campus delivery, the Dean consults with the Associate Provost, School of Professional Studies.

^b The Office of Institutional Effectiveness and Analytics will complete Tables 1-5 for the RPA and provide these to the department/program.