**Degree Program Approval Workflow**

**Program name:**

**Program level:**

**Desired launch semester:**

**INTERNAL CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approval Steps** | **Due Date** | **Completed** **By** | **Date Completed** | **Remarks** |
| Program Array Committee approval |  |  |  |  |
| Department approval |  |  |  |  |
| Dean approval |  |  |  |  |
| Provost approval – Including CRR review |  |  |  |  |
| Curriculum committee approval  (*No summer meetings*) |  |  |  |  |
| Board of Trustees approval |  |  |  |  |
| Curriculum forms to Registrar |  |  |  |  |
| Board-approved proposal to Marketing |  |  |  |  |
| Program proposal to ACHE |  |  |  |  |
| ACHE approval |  |  |  |  |

**ACHE PROPOSAL CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component** | **Due Date** | **Completed** **By** | **Date Completed** | **Remarks** |
| CIP Code |  |  |  |  |
| Student learning outcomes (4-7) |  |  |  |  |
| Standard Occupational Classification (SOC) Codes  (Three required for degree programs) |  |  |  |  |
| Local and statewide occupational projections |  |  |  |  |
| Evidence of student demand |  |  |  |  |
| Rationale for program (3-5 strengths) |  |  |  |  |
| Letters of support |  |  |  |  |
| Faculty resource requirements |  |  |  |  |
| Faculty qualifications (existing) |  |  |  |  |
| Faculty qualifications (new) |  |  |  |  |
| Staff resource requirements |  |  |  |  |
| Equipment requirements |  |  |  |  |
| Facilities requirements |  |  |  |  |
| Library requirements |  |  |  |  |
| Assistantships/fellowships for students |  |  |  |  |
| Curriculum description |  |  |  |  |
| Industry-recognized skills or certification requirements |  |  |  |  |
| Program options or concentrations, if applicable |  |  |  |  |
| Education or work experience requisites, if applicable |  |  |  |  |
| Special admissions or curriculum requirements, if applicable |  |  |  |  |
| Curriculum matrix |  |  |  |  |
| Experiential and Work-Based Learning details |  |  |  |  |
| Enrollment projections |  |  |  |  |
| Financial projections (Part 3) |  |  |  |  |