External Review (Visual)
TIMELINE: 3-12 MONTHS AFTER PROVOST SIGNOFF

1. CHANGE PROPOSAL
   - Initiator develops concept paper
   - Secure Provost approval to proceed

2. UAC PRECONSIDERATION GROUP
   - Request for Consultation & Collaboration with UAC (form) to VCAA, who creates a UAC Pre-consideration Group
   - Develop full proposal for submission to campus curriculum body (see Proposal Guidelines for required elements)

3. CAMPUS REVIEW PROCESS
   - Complete campus-based curriculum change process
   - Follow process outlined in Academic Change Approval Checklist

4. PROVOST SIGNOFF
   - Provost / Academic Affairs office notifies Associate Registrar Curriculum of Provost approval of proposal
   - Associate Registrar notifies URO/UAA (PRELIMINARY APPROVAL)

5. UAC FULL REVIEW
   - UAC review must happen prior to external review
   - TIMING: 30-90 DAYS
   - Review for Substantive Changes (not certificates)

6. ULC / BOG APPROVAL
   - TIMING: 30-60 DAYS
   - ULC reviews and approves
   - BOG reviews and approves, if applicable
   - VCAA notifies provost and UAA of approval

7. UAA ADMINISTRATION
   - TIMING: 1-2 DAYS
   - UAA reviews and identifies steps needed for external approvals / notifications
   - Notifies Associate Registrar Curriculum to proceed in program preparation
8. **URO CURRICULUM REVIEW**
   - TIMING: 7-10 DAYS (occurs concurrent with external review)
   - Associate Registrar for Curriculum confirms program details
   - Notifies Marketing / Admissions in order for them to build timeline for promotion

9. **MARKETING/ADMISSIONS PREPARATION**
   - TIMING: 4-6 weeks (occurs concurrent with external review)
   - (Refer to Marketing Program Launch Timeline)
   - Marketing reviews New Program Launch Form, submitted by faculty or administration
   - Marketing initiates enrollment launch process, prepares recruitment materials

10. **HLC APPROVAL**
    - *(required prior to marketing)*
    - TIMING: 30-90 DAYS
    - Certificates: see notes; complete HLC/USED Approval Checklist

11. **USED APPROVAL**
    - TIMING: 30-90 DAYS
    - Certificates: see notes; complete HLC/USED Approval Checklist

12. **URO IMPLEMENTATION**
    - *Once UAA confirms external approvals obtained*
    - TIMING: 3-5 DAYS
    - Registrar Curriculum Team implements change in Colleague (program code, new courses, degree audit)
    - Notify internal stakeholders (provost, marketing / admissions)

13. **MARKETING/ADMISSIONS IMPLEMENTATION**
    - TIMING: 6-8 WEEKS *(Refer to Marketing Program Launch Timeline)*
    - Marketing produces content and materials as needed. Enrollment Operations team builds out programs and applications in CRM. Admissions on boarded, if applicable.