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

1

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.