Internal Review (Visual)

TIMELINE: 4-21 DAYS AFTER PROVOST SIGNOFF

1

CHANGE PROPOSAL

Determine category of anticipated change with campus Curriculum body Develop proposal for submission to appropriate level for approval

2

CAMPUS REVIEW PROCESS

Campus approval process, consult Associate Registrar Curriculum, as needed Campus Curriculum body approves a new program / program changes Dean / Curriculum Chair notifies Provost of campus approval

3

PROVOST SIGNOFF

All final materials (including content for website and application requirements) submitted by proposer Provost reviews final change proposal

Provost/Designee submits approval to Associate Registrar Curriculum (FINAL APPROVAL)

1

REVIEW CHANGES

TIMING: 1-2 DAYS

Associate Registrar Curriculum reviews change request, documentation, and plan of study, creates new codes, as needed

Notifies UAA, UAA reviews and identifies steps needed (e.g. WSAC)

4

UPDATE IN COLLEAGUE

TIMING: 1-3 DAYS

Registrar Curriculum Team implements changes in Colleague; creates new courses, updates program set up and degree audit

5

COMMUNICATION

TIMING: 1-2 DAYS

Registrar Curriculum Team notifies internal stakeholders: UAA, Provosts, IT, OIE, Marketing, Admissions

6

MARKETING / ADMISSIONS

TIMING: 1-2 WEEKS*

Marketing produces content and materials as needed. Enrollment Operations team builds out programs and applications in CRM. Admissions on boarded, if applicable.

*New concentrations, program code or name changes is 4-6 weeks.