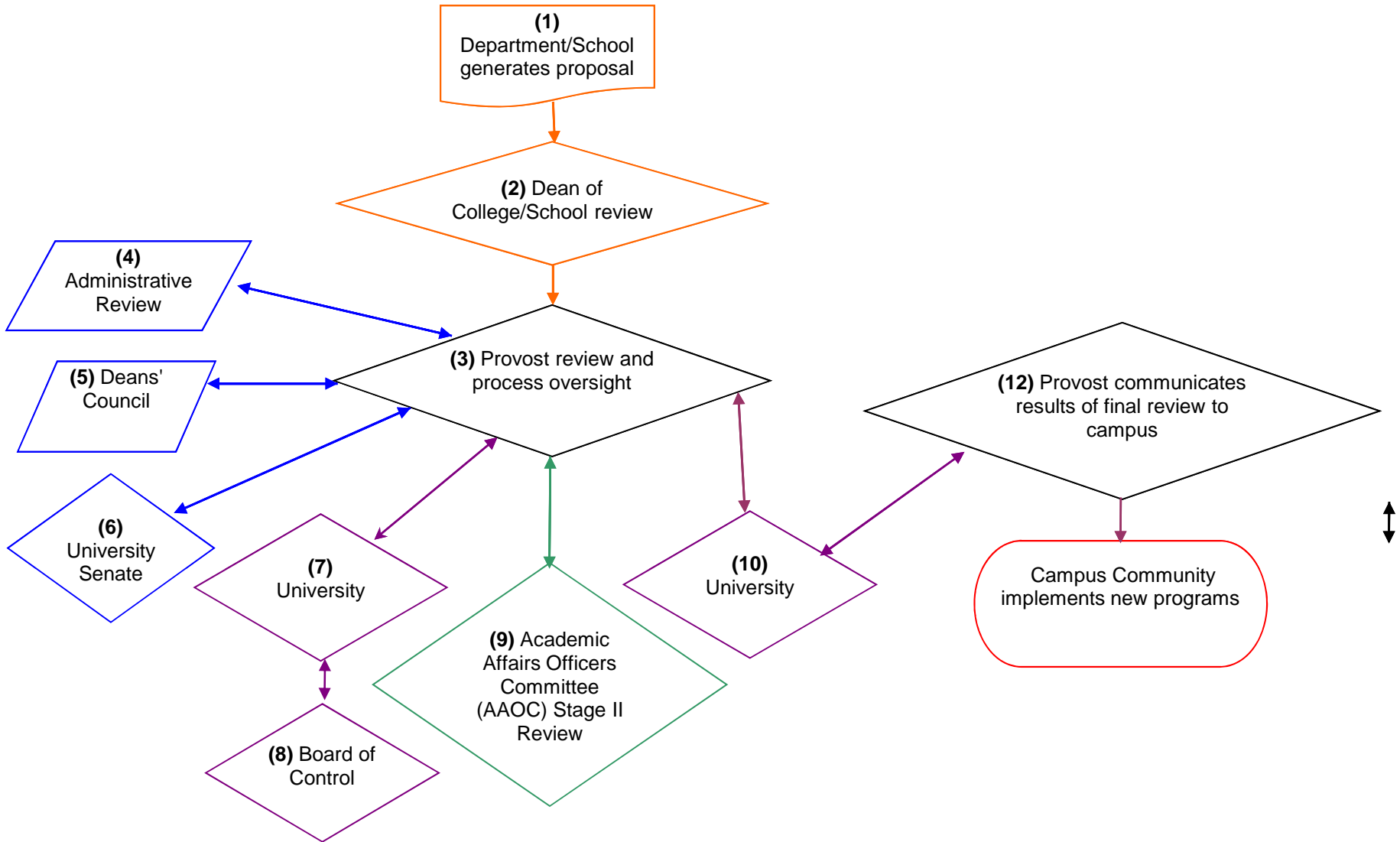


**Undergraduate New Degree Program/Concentration Proposal Process  
Flowchart**



**NOTE: For new minor or new certificate programs consult the 'Undergraduate New Minor/Certificate Process'.**

Undergraduate New Degree Program/Concentration Proposal Process  
Flowchart

*Description of activities 1-13:*

- 1) **Department** - generates curricular proposal which should demonstrate consistency with strategic plan and evidence of faculty/student involvement in proposal. Proposals may also be generated by interdisciplinary programs or faculty. For Required proposal format, **please see MTU Faculty Senate Proposal 38-04, Formats for Proposing New Academic Programs.**
- 2) **Dean** - reviews the proposal and develops recommendations, positive or negative. Interaction among the parties is expected during the process.
- 3) **Provost** - oversees the process (Activities 4-11 below) and reviews for academic impact. Develops tuition recommendation based upon expenses and university overhead for off-campus and professional development courses and programs. Consults with Deans' Council, etc. as appropriate. Notifies appropriate individuals if proposal is rejected or revisions are requested. Forwards approved proposals.
- 4) **Administrative Review** - university support units review and provide feedback pointing out any administrative issues.
- 5) **Deans' Council** - university academic deans review and endorse
- 6) **University Senate** - review and approval
- 7) **University President** - reviews, approves, and forwards to Board of Control
- 8) **Board of Control** - review and preliminary approval to forward the proposal to Presidents Council State Universities of Michigan Academic Affairs Officers Committee (PCSUM/AAOC) BOC approval is not required for concentrations - only new degrees. AAOC approval is required for concentrations. If approved process continues to PCSUM/AAOC.
- 9) **Academic Affairs Officers Committee (AAOC)** - Stage II Review - Action communicated to Provost's Office.
- 10) **University President** - approves program; presents to BOC for final approval.
- 11) **Board of Control** - review and approval of new degree programs.
- 12) **Provost** - notifies appropriate individuals if proposal is rejected or revisions are requested. Notifies campus community of decision on new program; specifically the University Senate, Dean, Department, OSRR, Institutional Analysis, Career Center, Library, Undergraduate Admissions and Tech Topics.

**NOTE:** This process applies to new degree programs/concentrations. **For new minor or new certificate programs consult the 'Undergraduate New Minor/Certificate Process'.**

Per Janet Hayden 12/20/2010 FINAL approval from BOC is no longer required - only initial approval to send to PCSUM.