PROPOSED PROCESS FOR THE ESTABLISHMENT OF NEW ACADEMIC PROGRAMS

1. The “Faculty Advocate” develops the “Intent to Plan,” in consultation with the “External (Subject Matter Experts) Advisory Panel” – the Chair of the Faculty Senate Academic Affairs Committee will serve as a member of this expert panel.

2. After careful review by the Department’s Curriculum Committee, the Dean (acting as advocate) will present the Intent to Plan to the “Council of Deans” [which includes the Provost, Deans, and Chair of the Faculty Senate] for their feedback.

3. If approved by the “Council of Deans,” the Provost will submit the Intent to Plan to the UNC General Administration (GA).

4. Once the Provost receives notification from GA, the Provost will inform the respective Dean, who in turn will notify the Department’s Curriculum Committee that they can proceed to develop the “Request to Establish.”

5. Once the Department’s Curriculum Committee approves the “Request to Establish,” the Committee’s Chair will forward this document to the full Department for their review.

6. Upon the approval of the full Department, the Department’s Chair will then forward the approved “Request to Establish” document, to the School/College Curriculum Committee (of which the respective Dean is a member.)

7. Upon approval by the School/College-wide Curriculum Committee, the “Request to Establish” will then be submitted to one of the following units:
   
   - The Graduate School, for graduate program proposals.
     
     a. Upon approval, the “Request to Establish” is sent directly to the Senate Academic Affairs Committee, for their review and recommendation.
   
   - Teacher Education, for related undergraduate program proposals.
     
     a. Upon approval, the “Request to Establish” is sent directly to the Senate Academic Affairs Committee, for their review and recommendation.
   
   - The CORE Assessment Committee
     
     a. Upon approval, the “Request to Establish” is sent directly to the Senate Academic Affairs Committee, for their review and recommendation.

   - All non-Teacher Education and non-Graduate program proposals will be sent directly to the Senate Academic Affairs Committee, for their review and recommendation.

8. If the Senate Academic Affairs committee has further questions about the requirements of the “Request to Establish” (as outlined by GA), the respective School/College-wide curriculum committee will be contacted to provide additional data or clarification.

9. Once the Senate Academic Affairs committee finds that the “Request to Establish” meets all of GA’s requirements for establishing a new degree program, the proposal is then forwarded to the full Faculty Senate for approval.

10. The Faculty Senate then forwards the approved “Request to Establish” program proposal to the Provost and Vice Chancellor for Academic Affairs Office.

11. Upon approval, the Provost forwards the “Request to Establish” proposal to the Chancellor’s Office for review and approval.
12. Upon the Chancellor’s approval, the “Request to Establish” proposal is then sent back to the Provost for preparation to be sent to the General Administration.

13. Once ready, the Provost simultaneously sends the “Request to Establish” proposal to the UNC General Administration, as well as the Southern Association of Colleges and Schools (SACS) Commission on Colleges.

14. Upon approval, GA sends notification to FSU, as well as SACS Commission on Colleges.

15. Finally, once SACS Commission on Colleges establishes that the new program approved by GA is void of any “Substantive change,” FSU receives approval to offer from SACS.