

Academic Program Development Process

New Program Proposal Guidelines

These guidelines are designed to assist individuals who are developing program proposals and/or those charged with reviewing and approving them.

The program proposal process is initiated at the academic unit or department level. Proposal submissions must be approved by unit faculty and dean. The Provost Office serves as the gatekeeper for the program proposal process above the unit-level. The Office of Academic Planning and Accountability (OAPA) within the provost office coordinates the required reviews with the Provost New Program Approval Committee, university Faculty Senate, Board of Trustees, and, as applicable, with the Kentucky Council on Postsecondary Education (CPE) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Send questions about program approval to the Program Approval Service Account (PROGAPPR@louisville.edu).

All templates and information can be accessed on the program approval website:
<http://louisville.edu/oapa/new-academic-program-approval-page/new-academic-program-approval>

**Submit proposals and materials for new programs to the
Program Approval Service Account (PROGAPPR@louisville.edu)**

1. Letter of Intent (LOI)

- The program approval process begins with a letter of intent (LOI).
- The LOI should:
 - be five pages or less.
 - describe the proposed program and its objectives.
 - clearly state the program focus, market demand, projected enrollments, and funding to support the program.
 - include a sign-off of the unit dean's support of the proposed program.
- Send the LOI to the university's Program Approval Service Account (PROGAPPR@louisville.edu) to initiate the program proposal process.
- The Provost Program Proposal Review Committee will review and make a recommendation on whether to approve the LOI. If the LOI is approved, the unit will be instructed to submit the completed proposal.

2. New Program Proposal

- Once the LOI is approved, the next step is to develop the program proposal.
- There are two proposal templates, depending upon the type of credential being proposed.
 - Undergraduate, Graduate, and Professional programs
 - Certificate Programs: Certificate programs undergo internal review only and have separate guidelines.
- Units should check for updated templates on the Program Approval website before beginning to work on new proposals. An older template may not indicate all needed information, which will result in additional follow-up and can delay the approval process.
- Units are to ensure that all questions in the templates are addressed as clearly and completely as possible, with the understanding that the proposal is communicating with an external audience that won't have knowledge of university requirements or procedures. Missing or incomplete information will require follow-up and will delay the approval process.

3. Proposal Submission and Follow-up

- Send the completed proposal (in Microsoft Word format) and supporting documentation to the university's Program Approval Service Account (PROGAPPR@louisville.edu).
- Proposal submissions are to include the materials below. Any missing items will delay the approval process. All forms are available at the weblink provided at the beginning of this document:
 - This Completed Certificate Proposal Template
 - Proposed Program Curriculum
 - Course syllabi for any new course offerings
 - Faculty Roster Form
 - CV for Program Director/Coordinator
 - Course Template Form
 - Budget Form
 - Letter of Support from the UofL Libraries (request a letter from the University Libraries that describes the library resources available to support the proposed program)
 - Letter of Support from the unit Dean outlining the rationale or need for the program and affirming any financial commitments listed in the proposal
 - Letter(s) of Support from any units, departments, or internal or external entities that have indicated their support for the program
- Once the CPE approval process begins, all approval steps (both internal and external) must be completed within 12 months (Note: Certificate proposals are not subject to CPE review). To optimize the CPE clock, OAPA will not initiate the CPE or the UofL internal approval processes until the program proposal and all supporting documentation have been received. OAPA's goal is to move the proposal through the approval process as quickly as possible. Speed of approval will require timely submission of all proposal materials and internal communication and responsiveness from all those involved in the development of the program.

- OAPA will notify the unit as milestones toward final approval are completed.

4. UofL Internal Approval Process

- Faculty Senate Academic Programs Committee (APC). The proposal will be forwarded by the Provost Office to the APC for review. A program representative will need to be in attendance when the committee reviews the proposal to answer any questions. This committee may ask for additional follow-up. New program proposals are forwarded to the APC by the 15th of each month.
- Faculty Senate. Once the proposal is approved by the APC, it is forwarded to the full Faculty Senate for approval.
- Board of Trustees. Upon approval by the Faculty Senate, the proposal is sent to the UofL Board of Trustees Academic Affairs Committee and then to the Board of Trustees. A program representative is to be in attendance at the Academic Affairs meeting.

5. Kentucky Council on Postsecondary Education (CPE) Approval

(does not apply to Certificate proposals)

- CPE approval runs concurrently with the internal UofL approval process (upon receipt of the program proposal).
- Notification of Intent (NOI). UofL submits the NOI to CPE. NOIs are submitted to CPE the first week of each month. The NOI undergoes a 30-day state-wide review and is included on the agenda for a Council of Chief Academic Officers (CCAO) meeting for approval. CPE may ask for follow-up information during the review. The proposal is submitted to CPE within 6 months of the approval of the NOI.
- Program Proposal. UofL submits the proposal to CPE (within 6 months of the CPE approval of the NOI). The proposal undergoes a 30-day state-wide review by other state institutions. CPE may ask for follow-up information during the review. Once the proposal is approved by CPE, UofL has 6 months to enter the final materials into the CPE system. This step can't be taken until UofL's internal approval process is complete with the Board of Trustees (BOT) approval of the proposal.
- After the UofL approval process is completed, OAPA enters the final materials into the CPE system (within 6 months of the CPE approval of the first proposal). CPE adds the program to a CPE board agenda for final approval. A program representative must attend the CPE meeting in which the proposal is considered.

6. Final Approval

- OAPA notifies the program of the completion of the CPE and UofL approval processes.
- SACSCOC Reporting. Any required reporting to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is completed prior to the implementation of the program.

IF QUESTIONS, CONTACT:

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