Academic Program Development Process

Letter of Intent (LOI)

1. ☐ The program approval process begins with a Letter of Intent (LOI) developed by the unit proposing the new academic program. When preparing the LOI for submission, please contact the Program Approval and Review Coordinator, [Leslie Harper](#), for assistance in determining the appropriate CIP code. The LOI should be approved by the unit dean (upon recommendation by the chairs of all departments that will participate or offer coursework in the proposed program) before it is submitted to the Provost Office. The Provost Program Proposal Review Committee will review the LOI and make a recommendation to the provost.

2. ☐ Upon approval by the provost, OAPA notifies the unit to complete the program proposal template. There are two proposal templates, depending upon the type of credential being proposed:

   o Undergraduate, Graduate, and Professional programs

   o Certificate Programs (undergo internal review only; skip steps related to CPE approval)

Program Proposal Process

3. ☐ The unit/department sends the materials below to the Program Approval Service Account (PROGAPPR@louisville.edu). OAPA staff review the completed proposal and work with the unit on any revisions prior to the start of the university and CPE approval processes.

   - Completed Proposal Template
   - Proposed Program Curriculum
   - Course syllabi for any new course offerings
   - SACSCOC Faculty Roster Form
   - CV for Program Director/Coordinator
   - Course Template Form
   - Proposal Budget Form
   - Letter of Support from the UofL Libraries
   - Letter of Support from the Unit Dean
   - Letter(s) of Support from any units, departments, or internal or external entities that will be supporting the certificate program
   - [Notice of Intent to Offer a Certificate Program Eligible for Financial Aid](#) (certificates only) – Optional

4. ☐ Once the proposal and all supporting documentation are received, OAPA will post the necessary information for the CPE Notice of Intent (NOI) to CPE's online system. There will be a 30-day statewide review of the NOI (does not apply to certificates). CPE will notify the UofL Office of Academic Planning and Accountability if any other Kentucky public institution raises any issues with the NOI that need to be resolved before proceeding further with the program development process. If there is no opposition, the NOI is approved.

5. ☐ In concurrence with the submission of the NOI to CPE, OAPA staff will submit the proposal to the Academic Programs Committee (APC) of the UofL Faculty Senate. The APC will review the program

proposal and meet with the proponents to discuss it. The proponent will make any revisions to the proposal requested by the APC before the APC votes on the proposal. If the APC approves the program proposal, it will forward its recommendation to the Faculty Senate for addition to an upcoming meeting agenda. The APC chair will forward the program proposal to the secretary for posting on the senate website. The proposal is to be posted at least 7-10 days in advance of the next Faculty Senate meeting to allow senators time to review the proposal.

6. ☐ Upon approval by the Faculty Senate, OAPA uses the program proposal to develop a Board of Trustees (BOT) action item, which is added to an upcoming BOT Academic Affairs Committee meeting agenda. Once approved by the committee, the BOT action item is forwarded to the BOT for final approval.

7. ☐ Upon approval of the action item by the Board, provost staff will enter the final proposal information into the program proposal portal in the CPE system (KPPPS). There will be a 30-day statewide review of the proposal. CPE staff will review the program proposal and make any requests for additional information or revisions. CPE will add the final proposal to an upcoming monthly board agenda for a vote. (Certificate proposals do not require CPE Board Approval. Institutions register new certificates with the Statewide Inventory after internal approvals are complete.)

8. ☐ If necessary, the accreditation liaison will work with the program representatives to develop a Substantive Change prospectus report or letter of notification for submission to SACSCOC. UofL's substantive change policy statement and links to SACSCOC substantive change reporting and policy statements can be found at https://louisville.edu/oapa/substantive-change-1/substantive-change.

9. ☐ Upon receipt of the SACSCOC approval (if required) and CPE's addition of the program to the statewide inventory, OAPA creates a new academic plan in the PeopleSoft system. OAPA notifies all key university stakeholders when the academic plan is in place and the admission and enrollment processes may begin.