Academic Program Development Process

Pre-LOI

1. ☐ The Pre-LOI is the initial stage of new academic program development. The Pre-LOI facilitates review and discussion of proposed programs with all appropriate parties prior to the start of the academic unit's internal approval process for new academic programs. The purpose of the Pre-LOI is twofold: to ensure that all potential multi- and interdisciplinary opportunities are explored and to safeguard against program duplication in the university's portfolio.

2. ☐ Pre-LOIs are collected once in the fall and once in the spring semester. Each semester after the deadline for Pre-LOI submissions has passed, OAPA will amalgamate all Pre-LOIs into an Excel spreadsheet and send that spreadsheet out to all unit deans for feedback.

3. ☐ After the deadline for feedback from deans has passed, OAPA will add all feedback to the spreadsheet and send it to the Provost Program Proposal Review Committee for review.

Letter of Intent (LOI)

4. ☐ After a Pre-LOI has been approved by the Provost Program Proposal Review Committee, the unit can begin working on the LOI. When preparing the LOI for submission, please contact the Program Approval and Review Coordinator, Leslie Harper, for assistance in determining the appropriate CIP code and obtaining market demand data from Lightcast. 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.

5. ☐ 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

6. ☐ 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

7. ☐ 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.

8. ☐ In concurrence with the submission of the NOI to CPE, OAPA staff will submit the proposal to the Planning and Budget Committee (P&BC) of the UofL Faculty Senate. The P&BC will review the program budget and may meet with program representatives to discuss the proposal. The proponent will make any revisions to the proposal requested by P&BC before the committee makes its recommendation to the Academic Programs Committee (APC) of the Faculty Senate.

9. ☐ After P&BC sends a recommendation in regards to the program to the APC, the APC will review the program proposal and meet with program representatives 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.

10. ☐ 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 and Student Affairs Committee meeting agenda. This committee meets quarterly.

11. ☐ Once approved by the Academic and Student Affairs Committee, the BOT action item is forwarded to the BOT for final internal approval. The Board meets quarterly.

12. ☐ 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. (Certificate proposals do not require CPE Board Approval. Instead, institutions register new certificates with the Statewide Inventory after internal approvals are complete. Certificate programs skip to step 15.)

13. ☐ After the statewide review, CPE will add the final proposal to the agenda of the upcoming meeting of the Academic and Strategic Initiatives Committee (which meets quarterly).

14. ☐ Once the proposal is approved by the Academic and Strategic Initiatives Committee, CPE will add the final proposal to the agenda of the upcoming meeting of the full Council (which meets quarterly).

15. ☐ 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.

16. ☐ 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.