

# New Degree Proposal Routing Form

Title of Proposed Program: \_\_\_\_\_

This program will be delivered: On Campus [ ] Online [ ] Hybrid [ ]

Department(s) and College(s): \_\_\_\_\_

(Lead Department/College if appropriate): \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Name of Primary Academic Contact(s), Campus Address, E-mail, and Phone Number:

\_\_\_\_\_

## **Preliminary Proposal - Authorization to Proceed with Planning**

### **School Dean(s) (if applicable)**

Date Proposal Received: \_\_\_\_\_

Recommendation(s) and Date: \_\_\_\_\_

Signature of School Dean: \_\_\_\_\_

### **College Dean(s)**

Date Proposal Received: \_\_\_\_\_

Recommendation(s) and Date: \_\_\_\_\_

Signature of College Dean: \_\_\_\_\_

### **Provost**

Date Proposal Received: \_\_\_\_\_

Action Taken and Date: \_\_\_\_\_

Signature of Provost: \_\_\_\_\_

## **Formal Program Proposal**

### **College Curriculum Committee(s), if applicable**

Date Proposal Received: \_\_\_\_\_

Action Taken and Date: \_\_\_\_\_

Signature of Curriculum Committee Chair: \_\_\_\_\_

### **College Unit, if applicable (for example, Faculty, College Council, or Academic Council for Lifelong Learning in CPS)**

Unit: \_\_\_\_\_

Date Proposal Received: \_\_\_\_\_

Action Taken and Date: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_

### **School Deans(s) (if applicable)**

Date Proposal Received: \_\_\_\_\_

Action Taken and Date: \_\_\_\_\_

Signature of School Dean(s): \_\_\_\_\_

### **College Deans(s)**

Date Proposal Received: \_\_\_\_\_

Date Supporting or Non-Supporting memo forwarded to Provost: \_\_\_\_\_

Signature of College Dean(s): \_\_\_\_\_

### **Office of the Provost**

#### **Vice Provost for Budget, Planning, and Administration**

Date Proposal Received: \_\_\_\_\_

Final Review and Date: \_\_\_\_\_

Signature of Vice Provost: \_\_\_\_\_

Vice Provost for Graduate Education (if new graduate program)

Date Proposal Received: \_\_\_\_\_

Date Referred to Graduate Council: \_\_\_\_\_

Action Taken, Date, and Vote: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_

Vice Provost for Undergraduate Education (if new undergraduate program)

Date Proposal Received: \_\_\_\_\_

Date Referred to University Undergraduate Curriculum Committee: \_\_\_\_\_

Action Taken, Date, and Vote: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_

Provost

Action Taken and Date: \_\_\_\_\_

Signature of Provost: \_\_\_\_\_

Faculty Senate

Action Taken, Date, and Vote: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_

President

Action Taken and Date: \_\_\_\_\_

Signature of President: \_\_\_\_\_

Board of Trustees

Action Taken and Date: \_\_\_\_\_

Signature, Secretary of Board: \_\_\_\_\_

Approval of new graduate or undergraduate programs by the Board of Trustees will be communicated to the College(s) and the Registrar by the Vice Provost for Graduate Studies or the Vice Provost for Undergraduate Studies, respectively