

New Program Proposal Procedure

The following procedure outlines how new program proposals are initiated, reviewed, and approved.

1. A Letter of Intent form* should be completed by the college. One electronic copy of the LOI should be submitted to uccc@uno.edu and one signed, hard copy of the LOI should be submitted to the Office of Academic Affairs.
2. Submitted LOI forms are logged and reviewed by the Office of Academic Affairs.
3. The Office of Academic Affairs coordinates the notification process with the University Courses and Curricula Committee and/or Graduate Council, then forwards the LOI to the Office of the President.
4. The Office of the President is responsible for submitting the LOI to the UL System. Approvals/actions taken by the ULS Board are tracked by the Offices of the President and Academic Affairs, then communicated to the college dean.
5. LOI's that are approved by the UL System are forwarded to the BOR, no action necessary by UNO. Approvals/actions taken by the BOR Board are tracked by the Offices of the President and Academic Affairs, then communicated to the college dean.
6. Once the LOI has been approved by BOR, a Proposal form* should be completed by the college. One electronic copy of the proposal should be submitted to uccc@uno.edu and one signed, hard copy of the proposal should be submitted to the Office of Academic Affairs.
7. The Office of Academic Affairs coordinates the notification process with the University Courses and Curricula Committee and/or Graduate Council, then forwards the proposal to the Office of the President.
8. The Office of the President is responsible for submitting the proposal to the UL System. Approvals/actions taken by the ULS Board are tracked by the Offices of the President and Academic Affairs, then communicated to the college dean.
9. Proposals that are approved by the UL System are forwarded to the BOR, no action necessary by UNO. Approvals/actions taken by the BOR Board are tracked by the Offices of the President and Academic Affairs, then communicated to the college dean.
10. Once a proposal has been approved by BOR, the following documents should be completed:
 - a. Add Curriculum Form

- b. Student Learning Outcomes Template
- c. Program of Study Requirements Template
- d. Recommended Four Year Plan Template

11. One electronic copy of each form should be submitted to uccc@uno.edu and one signed, hard copy of the each form should be submitted to the Office of Academic Affairs. The standard curriculum review process applies – please see University Courses and Curricula Procedure document.

*Letter of Intent and Proposal forms may be found on the BOR website.

BOR Academic Affairs Policy 2.04: LOI for Projected New Academic Programs

<http://regents.louisiana.gov/academic-affairs/policies-and-procedures/academic-affairs-policy-204/>

BOR Academic Affairs Policy 2.05: Proposals for New Academic Programs/Units

<http://regents.louisiana.gov/academic-affairs/policies-and-procedures/academic-affairs-policy-2-05/>

Notifications

The Office of Academic Affairs will notify the Admissions and Registrar offices, as well as SACSCOC, regarding new programs.

If a program is discontinued, it is the responsibility of the academic department to immediately inform the Admissions and Registrar offices so that the program can be inactivated as well as adjustments made to the university application and marketing materials.