



This checklist is designed as a step-by-



	College	
	Proposer	If proposal is approved the proposer submits to: - Undergraduate: Faculty Senate Curriculum Committee through Curriculog. - Graduate: Dean of the Graduate College and the New Program Committee through Curriculog.
		Faculty Senate or Graduate College approves and informs proposer and VPAP.
	VPAP	If approved, VPAP sends proposal to the NSHE Academic Affairs Council (AAC) for review.
	AAC	
	ARSA & BOR	If approved by AAC, it is placed on the next quarterly meeting agendas for the Board of Regents (BOR) Academic, Research, & Student Affairs Committee (ARSA) and the Board of Regents.
	Proposer	Professional licensure programs must comply with federal regulations and the National Council for State Authorization Reciprocity Agreements (NC-SARA). If the new program proposal is a professional licensure program, request an appointment with the Office of Educational Compliance (OEC) at sara.edcompliance@unlv.edu .
	VPAP	Once the Board of Regents provides the official notification of approval of a new program, a Provost Alert is issued by the Vice Provost for Academic Programs. The Provost Alert serves as the official notification to the campus that the program has been approved. The VPAP submits the newly approved degree to the Northwest Commission regional accreditation.
	Registrar	Open admissions and enrollment to the new program. Professional licensure programs are required to have their program's professional licensure public disclosure web page live prior to admitting or enrolling students. Talk to the Office of Educational Compliance (OEC) at sara.edcompliance@unlv.edu .
	Proposer	Submit the degree to to have it added to the Degrees Directory : Complete the process to submit it to the degrees directory found at the bottom of each degree page, in the bottom right corner. This is generic list of the information to have ready to add a new degree: Department name Name of degree, exactly as submitted and approved URL to be updated, if applicable Degree description, use it to sell the degree! Learning outcomes Approval of learning outcomes by Office of Academic Assessment, assessment@unlv.edu Degree worksheets



		<p>Plans of study Career possibilities 5 current year representative syllabi with current academic year memo information Supplemental information, optional</p> <p>Changes and eliminations require much less information and can be accessed at this same link.</p>
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Note: Program will be reviewed 1, 3, 5 and 10 years from its effective date.