**Academic Unit Proposal Process**

**University Policy**

* [Policy for Academic Organization](https://regulations.utah.edu/u-organizations/2-004.php) (Policy 2-004)
* [Policy for Course-Offering Units](https://regulations.utah.edu/academics/6-100.php) (Policy 6-100)
* [Policy for Discontinuance of Academic Units](https://regulations.utah.edu/academics/6-001.php) (Policy 6-001)

**Types**

* New
* Name Change
* Restructure
* Consolidation
* Transfer to New Academic Unit
* Discontinue

**Letters of Support**

* Department chair
* College dean
* Interdisciplinary programs (if applicable)

**Approval Process**

Proposals should be through the department and college approvals *at least* 10 business days prior to the [Undergraduate and/or Graduate Council due dates](https://curriculum.utah.edu/degrees/timeline.php).

1. **Department/Faculty Committee** approval
2. **College Committee** approval
3. **Undergraduate Council** review & advance† (if applicable)
**Graduate Council** review & advance † (if applicable)
4. **Senior Vice President for Academic Affairs** approval **OR**
**Senior Vice President for Health Science** approval
5. **Executive Committee/Academic Senate** approval†
6. **Board of Trustees** approval†
7. **Board of Higher Education** (USHE) notification
8. **Northwest Commission on Colleges and Universities** (NWCCU) notification

**†** 1-2 individuals will be asked to present proposals at the marked committee meetings.