**New Program Process**

**University Policy**

Review the applicable policy/policies for the proposal you are completing:

* [Policy for Bachelor Degrees](https://regulations.utah.edu/academics/6-101.php) (Policy 6-101)
* [Policy for Undergraduate Emphases](https://regulations.utah.edu/academics/6-117.php) (Policy 6-117)
* [Policy for Graduate Degrees](https://regulations.utah.edu/academics/6-200.php) (Policy 6-200)
* [Policy for Graduate Emphases](https://regulations.utah.edu/academics/6-225.php) (Policy 6-225)
* [Policy for Minors](http://www.regulations.utah.edu/academics/6-101.html) (Policy 6-101)
* [Policy for Undergraduate Certificates](https://regulations.utah.edu/academics/6-116.php) (Policy 6-116)
* [Policy for Graduate Certificates](https://regulations.utah.edu/academics/6-224.php) (Policy 6-224)

**Certificates Note**Undergraduate certificates are embedded and can only be earned alongside a degree.

Graduate certificates may be offered to non-matriculated students on a stand-alone basis (meaning they are not enrolled in any other degree seeking program). There are limitations posed on non-matriculation credit per the Graduate School (<https://gradschool.utah.edu/navigating-grad-school/graduate-policies/credit.php>). If your intent is to allow students to pursue the graduate certificate on a stand-alone basis, make this clear in your proposal.

**New Academic Program Proposal** *(except for minor)*The **Utah System of Higher Education (USHE) New Academic Program Proposal** must be completed and attached to your proposal in the "USHE Full Template" field. This document was created by the Board of Regents and can be difficult to open. You will need to save the document to your computer and open it with Adobe Acrobat/Reader.

[Download the Program Proposal download](https://curriculum.utah.edu/proposals/forms/new-academic-program-proposal.pdf)

*Note*: Additional information may be requested in order to evaluate any proposal or reports submitted.

Formatting:

* Narrative should be a formal style, using third person.
* Click in date fields to access calendar tool.
* Enter Ctrl + E within a text box to open text formatting controls.
* Text can be composed in word processing software, then cut and pasted into the text fields.
* For sections that do not apply, type N/A.

If you aren't able to open the Program Proposal document or have any questions, contact [curriculum@utah.edu](mailto:curriculum@utah.edu?subject=New%20Academic%20Program%20Proposal%20Question).

**Letters of Position**

* Department chair
* College dean
* Library *(except for minors)*
  + Contact [Mark England](mailto:mark.england@utah.edu?subject=Library%20Letter%20of%20Support) for Marriott Library letters
  + Contact [Christy Jarvis](mailto:christy.jarvis@utah.edu?subject=Library%20Letter%20of%20Support) for Health Sciences Center (HSC) Library letters
* Interdisciplinary programs (if applicable)
* Community/industry (if applicable)
* Impacted College(s)/Department(s) (similar programs, courses used, etc.)

**Program Planning**Identify a market need and institutional support for a new program before submitting a proposal.

* **Market Analysis** – Academic Affairs has partnered with Gray Decision Intelligence (Gray DI) to provide access to information on student demand, program competition, and wages, skills and jobs associated with academic programs.
* **Campus Environment** – Hold preliminary discussions with the appropriate college dean/s, the SVP of Academic Affairs or Health Sciences, and colleagues around campus to determine the impact of the new program on existing programs. Identify areas of overlap and resolve any concerns.
* **State Impact** – Investigate possible overlap with programs at other USHE institutions and determine whether the new program would negatively impact similar programs.

**Approval Process**

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

1. **Submission**
2. **Initial Review** – please plan for 7 working days at this step pending the number of proposals submitted
3. **Department/Faculty Committee** approval
4. **College Committee** approval
5. **Undergraduate Council** review & advance † AND/OR  
   **Graduate Council** review & advance † ([see approval checklist](https://gradschool.utah.edu/_resources/documents/graduate_council_proposal_checklist_2025.pdf))
6. **Senior Vice President for Academic Affairs** approval AND/OR  
   **Senior Vice President for Health Sciences** approval
7. **Executive Committee/Academic Senate** approval†
8. **USHE Peer Review Committee** (PRC) review† *(except for minor)*
9. **Board of Trustees** approval
10. **Board of Higher Education** Notification
11. **Northwest Commission on Colleges and Universities** (NWCCU) Approval

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

*(updated 04.29.25)*