**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.

**Letters of Position**

* Department chair
* College dean
* Library *(except for minors)*
	+ Contact Mark England for Marriott Library letters
	+ Contact Christy Jarvis 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.)

**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 † (if applicable)
**Graduate Council** review & advance † (if applicable)
6. **Senior Vice President for Academic Affairs** approval **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.