

Submission of Proposals for New/Modified Academic Programs

This is a guide to the academic program proposal review and approval process at the University of Nebraska-Lincoln. For additional information, see the “APC Guidelines for the Submission of Proposals for New or Modified Academic Programs” (approved 12 April 2001, revised 18 April 2003) or—if appropriate—consult the UNL Office of Graduate Studies. Academic programs include majors, degrees, colleges, departments, schools, centers, bureaus, institutes, and other academic entities requiring Academic Planning Committee (APC), administrative, Board of Regents (BOR), or Coordinating Commission for Postsecondary Education (CCPE) approval.

Preliminary proposals are encouraged by APC and Graduate Studies but are not required. Preliminary proposals are prepared in advance of a final proposal in order to provide assistance in the conceptualization and development of proposals. A preliminary proposal need not provide the detailed analysis and supporting documentation expected in a final proposal; it should, however, address at least briefly most of the questions required in the CCPE format.

The CCPE proposal format is available on the APC website (www.unl.edu/apc), by calling IRP (472-2097), or by going to the CCPE website (www.ccpe.state.ne.us/PublicDoc/CCPE/Rules/).

Step 1: Proposer consults with appropriate person in SVCAA (Dave Wilson) and/or VCIANR office (Susan Fritz) to determine if the proposal will eventually need review/approval from the CCPE.

Step 1A (*encouraged but not required*): Proposer submits a preliminary proposal to the UNL Office of Graduate Studies and/or the APC.

Step 2: Proposer develops a full proposal using the CCPE format.

- Unit mergers should be treated as an organizational change and follow CCPE’s outline titled “New Organizational Units” and respond to “APC Guidelines for Providing Information for Unit Mergers.”
- Any new or modified undergraduate or graduate programs that are included in a proposed merger should be presented as a separate proposal.
- Proposal must be reviewed and approved in accordance with college bylaws (which generally call for approval by the department and college).

Step 3: Proposer submits locally approved final proposal to SVCAA and/or VCIANR.

Step 4: SVCAA or VCIANR will inform the deans of the nature of the proposal, then review and submit—if endorsed—a final proposal to APC—or, if a graduate program, to UNL Graduate Studies—for review.

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| Step 4A (for graduate programs only): After review, the UNL Graduate Council votes to approve, table, or disapprove the proposal. If approved, the proposal is forwarded to APC. |
| Step 5: APC sub-committee completes its review and reports to the APC. |
| Step 6: APC recommends approval or disapproval. This decision is transmitted to the Chancellor with copies to the SVCAA and/or VCIANR. |
| Step 7: The SVCAA and/or VCIANR reviews the proposal with the Chancellor. If approved, the SVCAA and/or VCIANR send the proposal to the NU Provost with a memo requesting consideration by the NU Chief Academic Officers (CAO)—and, if a graduate program, by the Executive Graduate Council (EGC). |
| Step 8: Upon successful review by CAO—and, if a graduate program, by EGC—the SVCAA and/or VCIANR requests that a BOR agenda item and an executive summary of the proposal be prepared. The Chancellor signs off on the BOR agenda item. It and the executive summary are then sent to the NU Provost. |
| Step 9: The NU President and all vice presidents hold a BOR agenda review to examine all items submitted for the BOR meeting. |
| Step 10: The BOR Executive Committee holds a BOR agenda review to examine items submitted to them for the BOR meeting. |
| Step 11: BOR review. |
| Step 12: If approved by the BOR, and if required, the NU Provost submits the executive summary to the CCPE for review and approval. |
| Step 13: If required, CCPE review and approval. |

Note: Once a proposal first leaves campus (Step 7):

- *If it involves a graduate program and must go to CCPE, expect up to 22 weeks for review (i.e. Steps 7-13).*
- *If it involves a graduate program and need not go to CCPE, expect at least 10 weeks for review (i.e. Steps 7-11).*
- *If it does not involve a graduate program and must go to CCPE, expect up to 20 weeks for review (i.e. Steps 7-13).*
- *If it does not involve a graduate program and need not go to CCPE, expect at least 8 weeks for review (i.e. Steps 7-11).*