

BOR Program Approval Process for New Programs (use BOR Form A)

Proposed programs shall be on the program planning list for at least **six months prior to the submission of Form A** to the Board Office.
(DEADLINE – April 15 to go into effect for the following year)

August –December (planning)



Go through the internal curriculum process for new program/associated courses

- A. Curriculum Summary Form – budgetary implications – Dean sign-off by March 1
- B. Review through College Senates (March – May); Review by Deans (Due June 1)
- C. Review through UCC/GCCC (August-September); Review through Faculty Senate (**October**)

Summer months

After approval by College Senates, the following must be prepared prior to the Fall semester to move to next level after UCC/GCCC and Grad Council/Faculty Senate approval

- A. Begin gathering letters of support. Have to have from ISU and UI – if no program there, let them know that you are at the least proposing a program
- B. Fill out BOR Form A document (Get the most updated from the Provost's Office – Cheryl N.)
- C. Make sure to answer ALL questions completely
- D. Provost's Office will prepare ICCPHSE form for submission



September

Provost's Office will send BOR Form A to Board Office after approval by Faculty Senate; it will be sent to COPS and put on ASAC Agenda (December or February) for full BOR review

October – February

BOR Approval process – program can get into catalog
by March deadline for Summer or Fall start

NO ACTION CAN BE TAKEN BY INSTITUTION ON ANY PROPOSED PROGRAMS UNTIL FINAL APPROVAL BY THE BOARD OF REGENTS.*

*No indications of changes on website, brochures, flyers, presentations..... UNTIL final BOR approval