



## OFFICE OF ACADEMIC AFFAIRS & PLANNING

# New Program Option



START

### IDEA STAGE

- Conversations with:
  - Faculty/Deans/Chancellors,
  - Professional & Continuing Education (PCE) *(fee-based programs)*,
  - Contact Office of Academic Affairs & Planning (OAAP) in the Graduate School on review process,
  - Other stakeholders.

### PROPOSAL DEVELOPMENT

- Faculty lead contacts OAAP for proposal guidelines;
- Unit contacts Student Financial Aid;
- OAAP reviews draft proposal and Memorandum of Agreement (MoA) *(for fee-based programs)*.



FINISH

### LAUNCH

- Unit works with Graduate Enrollment Management Services (GEMS) to create academic profile;
- Program review consistent with unit scheduled review.

### CREATE CODE

- OAAP directs Registrar to create new program code.



### FINAL PROPOSAL

- Includes final MoA *(for fee-based programs)*;
- OAAP Review and Approval.