

# NEW CONCENTRATION OR MINOR DEVELOPMENT

## THE PROPOSAL

### Department Creates Proposal

1. **Minor and Concentration Proposal Form**
2. Supporting Documents (e.g. Letters of Support)
3. Cover memo from Dean's Office

### Submit Proposal to: [curriculum@unomaha.edu](mailto:curriculum@unomaha.edu)

A meeting will be scheduled with Academic Affairs to discuss the proposal.  
\*Should the proposal apply to graduate studies and/or digital learning they will also review.

### Enter proposal in **Program Management System**

## ON CAMPUS REVIEWS

1. **College Approval**
2. **Digital Learning** ( if including online programming) and/or **Graduate Studies** (if including graduate programming)
3. **Dean Approval**
4. **EPAC Review**

## OFF CAMPUS REVIEWS

### Higher Learning Commission (HLC)

Pre-Approval required before advertising and implementation

## APPROVAL NOTIFICATION

### Deans Notified

### Campus Notification (Registrar)

**Add to Catalog** (Catalog submission deadline March 1st. Catalog published July 1st)

### Legend:

Program's Responsibility

On Campus Process

Off Campus Process