**New Academic Program Development**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>or 1. Expedited Graduate Certificate Proposal Form</td>
<td>Only existing courses may be used as curriculum and</td>
<td>Undergraduate and Graduate</td>
</tr>
<tr>
<td>2. Supporting Documents (e.g. Letters of Support)</td>
<td>3. Budget table - New Degree, Major, or Certificate</td>
<td></td>
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<tr>
<td>4. Cover Memo from Dean’s Office</td>
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</tbody>
</table>

**Submit Proposal to:**

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**

- **Courses, Programs, & Evaluations Committee**
  (if including graduate programing) Meets monthly (1st Monday), September - May
- **Graduate Council**
  (if including graduate programing) Meets monthly (2nd Monday), September - May
- **Deans Approval**
- **EPAC Review**
  Meets monthly (2nd Week) September - May
- **Faculty Senate Review**
  Meets monthly (2nd Wednesday) September - May
- **Executive Leadership Team/Chancellor**
  Meets weekly on Tuesdays

**OFF CAMPUS REVIEWS**

- **Higher Learning Commission (HLC)**
  Pre-approval required before advertising and implementation
- **NU Central (Provosts Office)**
  Sent by the Chancellor
- **Board of Regents**
  Takes approximately 2 months to be approved
- **CCPE**
  Takes approximately 1 to 3 months to be approved

**APPROVAL NOTIFICATION**

- **Stakeholders Notified**
- **Campus Notification** (Registrar)
- **Add to Catalog**

Catalog submission deadline March 1st. Catalog published July 1st.