New Organizational Unit Development

Center Institute College School Department

THE PROPOSAL

1. College/School/Department Proposal Form or 1. Center/Institute Proposal Form and
2. Supporting Documents (e.g. Letters of Support)
3. Budget table - New Organizational Units
4. Cover Memo from Dean’s Office

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.