## New Organizational Unit Development

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<tr>
<th>Center</th>
<th>Institute</th>
<th>College</th>
<th>School</th>
<th>Department</th>
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### THE PROPOSAL

1. **Create Proposal**
   - **College/School/Department Proposal Form**
   - **Center/Institute Proposal Form**
   - **Supporting Documents (e.g., Letters of Support)**
   - **Budget table - New Organizational Units**
   - **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

- **Executive Leadership Team/Chancellor**
  - Meets weekly on Tuesdays

### OFF CAMPUS REVIEWS

- **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

- **Higher Learning Commission (HLC)**
  - Pre-approval required before advertising and implementation

### APPROVAL NOTIFICATION

- **Stakeholders Notified**

- **Campus Notification**
  - (Registrar)

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