**New Organizational Unit Development**

**Center**  
**Institute**  
**College**  
**School**  
**Department**

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**THE PROPOSAL**

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

<table>
<thead>
<tr>
<th>Submit Proposal to:</th>
<th><a href="mailto:curriculum@unomaha.edu">curriculum@unomaha.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>A meeting will be scheduled with Academic Affairs to discuss the proposal. <em>Should the proposal apply to graduate studies and/or digital learning they will also review.</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Enter Proposal in</th>
<th>Program Management System</th>
</tr>
</thead>
</table>

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**ON CAMPUS REVIEWS**

**Courses, Programs, & Evaluations Committee**  
(if including graduate programming) Meets monthly (1st Monday), September - May

**Graduate Council**  
(if including graduate programming) Meets monthly (2nd Monday), September - May

**Deans Approval**

**EPAC Review**  
Meets monthly (2nd Week) September - May

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

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**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

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**APPROVAL**

**Stakeholders Notified**

**Campus Notification**  
(Registrar)

**Add to Catalog**

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