

# New Organizational Unit Development

Center

Institute

College

School

Department

## Create 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

THE PROPOSAL

## 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](#)

## 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

### Faculty Senate Review

Meets monthly (2nd Wednesday) September - May

## Executive Leadership Team/Chancellor

Meets weekly on Tuesdays

ON 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

OFF CAMPUS REVIEWS

## Stakeholders Notified

## Campus Notification (Registrar)

## Add to Catalog

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

APPROVAL  
NOTIFICATION