**New Program Proposal Approval Checklist**

**Program Title:**

**Proposal Project Manager:**

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| --- | --- | --- | --- |
|  | **Task** | **Date Complete** | **Documentation of Approval** |
| ▢  | Investigative Statement shared with appropriate Department/Program. |  | N/A |
| ▢  | Investigative Statement approved by Provost’s Counsel to move to Stage 2. |  |  |
| ▢  | Preliminary Program Proposal Reviewed by Dean/Associate Provost and AdHoc Committee. If warranted, Move to Stage 3. |  |  |
| ▢  | Preliminary Program Proposal Reviewed by Academic Council.  |  |  |
| ▢  | Proposed Curriculum Approved by Academic Council |  |  |
| ▢  | Final Program Proposal Approved by Provost’s Council |  |  |
| ▢  | Final Program Proposal Approved by President’s Cabinet. Move to Stage 4. |  |  |
| ▢  | Final Program Proposal Approved by Board of Trustees (if applicable) |  |  |
| ▢  | New Program Prospectus Approved by SACSCOC (if applicable) |  |  |