



Academic Program Approval Process: New Graduate Programs

Normally 6-8 months to prepare at the campus

Institution program proposal is developed using campus processes
(Review by department/division, university curriculum committee, faculty senate, dean, provost)

- Campus proposal elements:**
- Description
 - Relationship to mission/goals
 - Faculty expectations/quality
 - Accreditation
 - Need/demand
 - Outcomes
 - Program quality assessment
 - Integration/collaboration
 - Impact on other programs
 - Financial sustainability

3 weeks prior to Provosts' Council meeting

Proposal is submitted electronically to the Provosts' Council, via the Chancellor's Office, for inter-institutional review and comment

Discussed with Provosts' Council at monthly meeting; consensus achieved on moving to next step

Discussed with Provosts' Council at monthly meeting; no consensus to move forward; returned to campus for additional information

Information provided 3 weeks prior to next Provosts' Council meeting

Discussed with Provosts' Council at next monthly meeting; consensus achieved on moving to next step

Still no consensus: proposal referred to appropriate Vice Chancellor for review, along with additional information to address disputed issues. Vice Chancellor discusses program with Provosts' Council at the following meeting; prepares his/her recommendation.

Positive recommendation

Negative recommendation

Normally 1 to 3 months

Proposal sent to external reviewers; results discussed at next Provosts' Council meeting. Barring major issues, proposal moves forward.

Rescind proposal

One week after Provosts' Council meeting & 15 days prior to Board approval

Campus prepares program abstract; transmits to Chancellor's Office for electronic notification to other postsecondary sectors in Oregon to identify adverse impacts, per Office of Degree Authorization (ODA) requirements

Time varies depending on claim

Any adverse impact claims are resolved, with sign-off provided by ODA

2 weeks prior to Board meeting

Proposal submitted to OSBHE docket for consideration at the next regular Board meeting

Board approves program; program ready for implementation

In a normal process that achieves Provosts' Council consensus in the first round, positive external review, no adverse impact claim, and is readily approved by the Board, the time from program submission to the Provosts' Council to program approval by the Board is approximately 16 weeks for graduate programs.