New Program: Degree Level:

Department: CIP:

College:

SACS Substantive Change: (circle one) Yes No ([see SACSCOC table for what constitutes Significant Change](https://inside.nku.edu/content/dam/viceprovost/docs/accreditationdocs/substantive_change/Substantive%20Change%20Request%20Form%20-%20updated%204-16-2018.docx))

| **Steps** | **Process** | **Method** | **Person Responsible** | **Latest Date** |
| --- | --- | --- | --- | --- |
| 1. **NOI** | Presentation to AAC   * Update Vice Provost files | Email Assistant Provost  K: Drive  Documented in AAC minutes | Assistant Provost  College Dean  Curriculum Coordinator | Second March  meeting |
| Upload NOI to KPPPS | Review NOI, assign CIP code and upload | VPUAA  Curriculum Coordinator | Before April 15th |
| CCAO review   * Notification of NOI approval | Email to Provost  Email to department and AAC | CPE  Provost  VPUAA | 4 weeks  After upload before the 15th of the month |
| 1. **Pre-proposal** | Development of pre-proposal   * Approval to move forward | Presentation to AAC  Documented in AAC minutes | Department Dean – AAC- Provost | April-May |
| Upload pre-proposal  30-day public comment | Upload to KPPPS | Curriculum Coordinator | September 1 |
| Email notification of approval of pre-proposal | Email forwarded to department – cleared to continue curriculum process | Curriculum Coordinator | October 5-15 |
| 1. **Full proposal** | Full proposal   * AAC * Department Curriculum Committee and Chair | Presented to AAC  Upload to Curriculog – program proposal and all new course proposal and/or changes | Department / Dean  Assistant Provost - AAC  Department | October 5-15 |
| Graduate Council ( If applicable) | Approval in Curriculog | Grad Council Chair  Director, Graduate Education |  |
| UCC Approval | Approval in Curriculog | UCC Chair | 1st Feb |
| Faculty Senate approval | Approval in Curriculog | Faculty senate president | February |
| Forward BOR recommendation to Provost (does not pertain to certificates) | Email materials to Associate Provost | Vice Provost  Curriculum Coordinator | For March Meeting |
| BOR Approval | Check agenda/minutes | Curriculum Coordinator | March/April |
| Upload full proposal to CPE *(at least one month prior to next CPE Board meeting – look up date on CPE website*) (does not pertain to certificates) | Upload to KPPPS | Curriculum Coordinator | March 1 |
| CPE Approval | Logged on KPPPS – CPE sends email to Provost and Vice Provost with invitation to attend CPE meeting | CPE  Provost to notify VPUAA office to update approval dates in Curriculog | April or June meeting |
| 1. **Internal Notifications** | Updates  Registrar, catalog, SAP, IT Admissions, Marketing, Advising, IR, SEVIS | Curriculog process (upon final approval in Curriculog, Internal Notifications are automatically sent from Curriculog ) | Automatic (Notification sent from Curriculog after final approval entered) |  |
| 1. **External Notifications** | Add Program to Program Review Schedule | Notify CPE  Notify Dean/Chair | Curriculum Coordinator |  |
| Notify SACS, (***If substantive change*** ) | SACS substantive change form | Vice Provost UAA | by 01/01 or 07/01 |