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: DriveDocumented in AAC minutes  | Assistant Provost College DeanCurriculum Coordinator | Second Marchmeeting |
| 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  | CPEProvostVPUAA | 4 weeksAfter 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  | DepartmentDean – AAC- Provost | April-May |
| Upload pre-proposal30-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 ProvostCurriculum 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 | CPEProvost to notify VPUAA office to update approval dates in Curriculog | April or June meeting |
| 1. **Internal Notifications**
 | UpdatesRegistrar, 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 CPENotify Dean/Chair  | Curriculum Coordinator |  |
| Notify SACS, (***If substantive change*** ) | SACS substantive change form | Vice Provost UAA | by 01/01 or 07/01 |