NKU New Program Approval Process

**STEP I - NOI**

1. **Idea** → Present to AAC
2. Originator Add Proposal to Curriculog
3. Assistant Provost approval in Curriculog for AAC
4. Chair
5. Dean
6. Enter in CPE system prior to 15th of the month
7. CPE NOI Approval
8. Notification to Program Coordinator, Dept. Chair, & Dean by VPUAA

**STEP II – Full-Proposal**

1. Enter Full-Proposal into Curriculog
2. Department Curriculum Committee
3. Chair
4. NKU SACSCOC Liaison (If Applicable) (Only if Substantive Change)
5. College Curriculum Committee
6. (TEC) Teacher Education Council (If Applicable)
7. Dean
8. (GCC) Graduate Council Committee (If Applicable)
9. (UCC) University Curriculum Committee
10. Faculty Senate
11. Submit Presidential Recommendation for BOR meeting to Provost’s office
12. Vice Provost
13. Enter Full Proposal into CPE System
14. BOR Approval
15. Comment Period for KY Colleges and Universities
16. CPE Executive Committee Meeting
17. CPE Approval Notification
18. Notification to Program Coordinator, Dept. Chair & Dean by VPUAA

**STEP III – NKU Notifications**

- **Internal Notification**
  - Department / Dean
  - Admissions / Registrar
  - Marketing
  - Advising Council
  - Institutional Research
  - SEVIS
  - Information Technology
  - Digital Measures Administrator
  - Catalog Editor

- **External Notifications**
  - SACSCOC (if Substantive change)
  - SEVIS (to notify Homeland Security if international)

**Timeline**

- **Idea** → Present to AAC
- **Enter Full-Proposal into Curriculog**
- **Submit Presidential Recommendation for BOR meeting to Provost’s office**
- **Enter Full Proposal into CPE System**
- **CPE Approval Notification**
- **Notification to Program Coordinator, Dept. Chair & Dean by VPUAA**

*updated 9-29-2020*