UAAC Academic Program Proposal Timeline and Instructions

**General Instructions:**

1. All proposals to create new undergraduate academic programs must be submitted to the Undergraduate Academic Affairs Committee (UAAC) for its recommendation to the governing vice president(s). The chart below details all the stages of approval\* for academic courses and programs:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Department Approval** | **College or School Approval** | **UAAC Rec** | **CADD Rec** | **Provost Approval** | **Board of Trustees Approval** | **HLC Approval** |
| **New Degree** | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | 🗷 | See Below |
| **New Core** | n/a | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | n/a | See Below |
| **New Major** | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | n/a | See Below |
| **New Minor** | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | 🗷 | n/a | See Below |
| **New Certificate** | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | 🗷 🡺 | 🗷 | n/a | See Below |
| **New Course** | 🗷 🡺 | 🗷 | n/a\* | n/a | n/a | n/a | See Below |

*\* UAAC is charged with approving new courses offered via the Pre-Law and Honors programs, as well as other programs not affiliated with or administered by an academic department or college/school/center.*

***HLC Accreditation Approval***

*Approval from our institutional accrediting agency, the Higher Learning Commission, is necessary for 1) new programs at degree levels SLU is not currently authorized to offer; 2) all new distance learning programs; 3) most new and existing programs proposed to be offered offsite in MO and out of state; and 4) all new programs requiring substantial financial investment or reallocation. Note that the HLC will, in most cases, not consider a new program proposal until it has been fully approved by all necessary campus parties. Accordingly,* ***when reviewing the timelines below, please add at least six months to the process when HLC approval is necessary****. Contact SLU’s HLC liaison in the Office of the Provost for details.*

1. To be considered by UAAC, ***all academic program proposals requiring any new financial resources in their first five years of operation must be submitted per the timeline detailed below***. The timeline ensures that deliberation of such proposals is coordinated with the University’s academic planning and budget processes/cycles.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proposed Start Term** | **Proposal Submitted to UAAC by…** | **UAAC Recommendation for Approval by…** | **CADD Recommendation for Approval by…** | **Provost Recommendation for Approval by…** | **Board of Trustees Approval in…** |
| **Fall 2020** | February 2019 | May 2019 | June 2019 | September 2019 | December 2019 |
| **Fall 2021** | February 2020 | May 2020 | June 2020 | September 2020 | December 2020 |

***Proposals NOT requiring any new financial resources in their first five years of operation*** may submit proposals according to the following timeline:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proposed Start Term** | **Proposal Submitted to UAAC by…** | **UAAC Recommendation for Approval by…** | **CADD Recommendation for Approval by…** | **Provost Recommendation for Approval by…** | **Board of Trustees Approval in…** |
| **Fall 2020** | September 2019 | November 2019 | November 2019 | December 2019 | February2020 |
| **Fall 2021** | September 2020 | November 2020 | November 2020 | December 2020 | February2021 |

Exceptions to these UAAC submission timelines must be approved in advance by the Associate Provost for Academic Affairs.

1. To be considered by UAAC, all academic program proposals must be approved first by the appropriate academic department and college/school/center via their established policies and procedures. Approval must include the dean’s commitment to fund the proposed program from existing college/school/center resources or the dean’s commitment to make the program’s funding request a priority in the next budget development cycle.
2. All proposals for UAAC consideration must be submitted using the approved proposal form. **Before beginning to fill out the form, you are strongly encouraged to contact the UAAC Chair for assistance and guidance**. She/he can explain particular questions, clarify documentation needs, and provide tips that will aid in the development of the program proposal.
3. Proposals and all attachments, supporting documents/letters, etc., are to be submitted directly to the UAAC Chair ***as a single PDF and a single Word document***. If you need assistance, please contact the UAAC Chair.