Oregon State University

New Program Proposal Workflow Chart
Curriculum Proposal System (CPS):
Review and Approval Process for Degree, Certificate,
New Location, and Substantive Change Proposals

Proposal Development by Faculty in an Academic Unit
College, School, Department, or Program

Office of Academic Programs, Assessment, and Accreditation (APAA)
Recommended review of the draft proposal prior to distribution to:
external contacts (for Letters of Support); business centers (for Budget Tables), Ecampus (if applicable),
Valley Library (for Library Evaluation), Office of Capital Planning and Development
(for Space/Facilities Evaluation)

Proposal documents posted to the Curriculum Proposal System (CPS)
by the academic unit

Academic Unit(s)
Revisions and Updates

Letters of Support
Input from higher institutions as well as public and private entities (all external to OSU). (Note: Letters of Support can continue to be gathered and posted to the CPS as the proposal goes through the Stage 1 liaison review process.)

Budget Tables
Preparation by the academic unit Business Center (for new programs and some academic unit changes)

Ecampus
If program intends to develop an Ecampus offering, obtain an Ecampus letter of confirmation

Library Evaluation
Evaluation by the Valley Library (for new degree and certificate programs)

Space/ Facilities Evaluation
Review by the Office of Capital Planning and Development (for new degree or certificate programs or changes to existing space/facilities needs)

Return to Academic Unit(s) from the College Curriculum Committee or Dean (Stage 1) or from the Academic Programs Committee (Stage 2)
Stage 1
Academic Unit(s):
Review and Approval Steps

Office of Academic Programs, Assessment, and Accreditation
[Undergraduate Assessment]
Review and approval of the Undergraduate Program Learning Outcomes and Assessment

Graduate School
[Graduate Assessment]
Review and approval of the Graduate Program Learning Outcomes and Assessment

Liaison Contacts
Input from Faculty and Administrators (i.e., internal comments from OSU)
Contacts submitted by proposer, standard College liaisons generated, and case-by-case College Contact liaisons generated; [One (1) week to ID additional liaisons then two (2) weeks for liaison review.]

College Curriculum Committee
(or delegated individual)

Academic Unit Head, Chair or Director and College Dean
[Transmittal Sheet ] (generated after above steps, then signed)

External Review
for new graduate degree proposals followed by an academic unit response [Note: The External Review can occur either before or after the College Curriculum Committee.]

Graduate degree proposals only

Return to Academic Unit(s) from the College Curriculum Committee, or Dean (Stage 1) or from the Academic Programs Committee (Stage 2)

Undergraduate degrees and certificates, graduate certificates, and first professional degree proposals
Academic Programs Committee
- Chair, Budgets and Fiscal Planning Committee
- Chair, Graduate Council
- Chair, Curriculum Council
- Chair, Executive Committee
- Representative, Graduate School
- Representative, Registrar’s Office
- Representative, Office of Academic Programs, Assessment, and Accreditation (Chair)

Budget and Fiscal Planning Committee

Curriculum Council

Graduate Council (if graduate program)

Executive Committee

Faculty Senate

Provost
(Delegated to the Senior Vice Provost for Academic Affairs)
--Final Approval for Certificates--

Undergraduate Degrees
First Professional Degrees
Graduate Degrees
Degree Terminations
New Locations
Substantive Changes

OSU Board of Trustees
--Final Approval for Degree Terminations--

Note: Because of timing considerations, a proposal may be reviewed by the Statewide Provosts’ Council prior to a review by the OSU Board of Trustees.
Statewide Provosts’ Council

Higher Education Coordinating Commission (HECC): Academic Strategies Committee
--Final Approval for New Degrees, New Locations (incl. OSU-Cascades), or Substantive Changes--

Implementation Process
- **Banner SIS Number**: The Registrar’s Office assigns a new major code number.
- **CPS Proposal**: An updated and finalized copy of the CPS proposal is sent to the Registrar’s Office for entry into the OSU Catalog, Banner SIS, My Degrees, and to be archived.
- **Campus Announcement**: An announcement is made to the campus by the Office of Academic Programs, Assessment, and Accreditation.

Northwest Commission on Colleges and Universities (NWCCU)
Degrees, Certificates, New Locations, Substantive Changes, Suspensions, and Terminations

OSU President or OSU Provost is notified of the program approval and its accreditation.

**Approval Step**

*Note: Occasionally, the workflow will be modified due to a proposal priority or to scheduling issues.*