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

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)

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

Return to Academic Unit(s) from the College Curriculum Committee, or Dean (Stage 1) or from the Academic Programs Committee (Stage 2).
OSU Board of Trustees is the final review and approval step for:
- Degree Terminations

 Provost (Delegated to the Senior Vice Provost for Academic Affairs) for new graduate degree proposals only, followed by an academic unit response

 OSU Board of Trustees

 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

 Stage 2: OSU (Internal) Review and Approval Steps

 Budget and Fiscal Planning Committee

 Curriculum Council

 Graduate Council (if graduate program)

 Executive Committee

 Faculty Senate

 Provost

 Undergraduate Degrees
 First Professional Degrees
 New Locations
 Substantive Changes

 OSU Board of Trustees

 Stage 1: From the Academic Programs Committee or Dean (Stage 1) or from the Academic Programs Committee (Stage 2)
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.

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