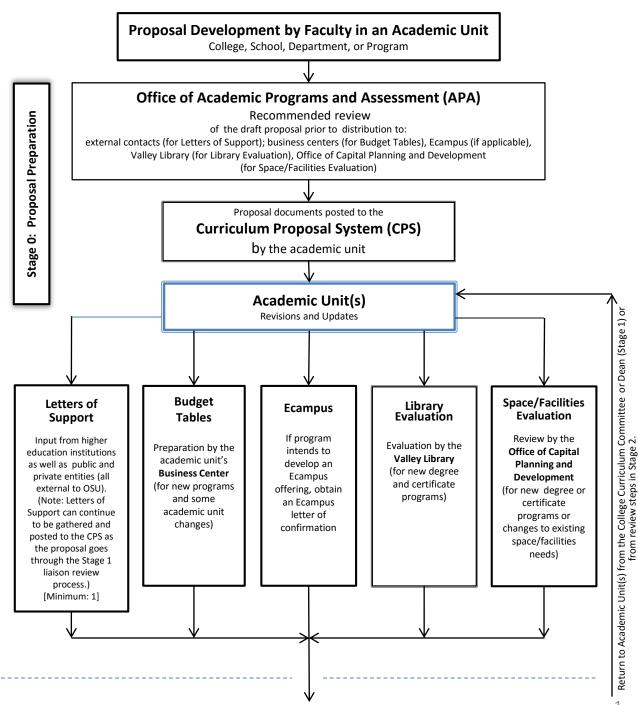# Oregon State University

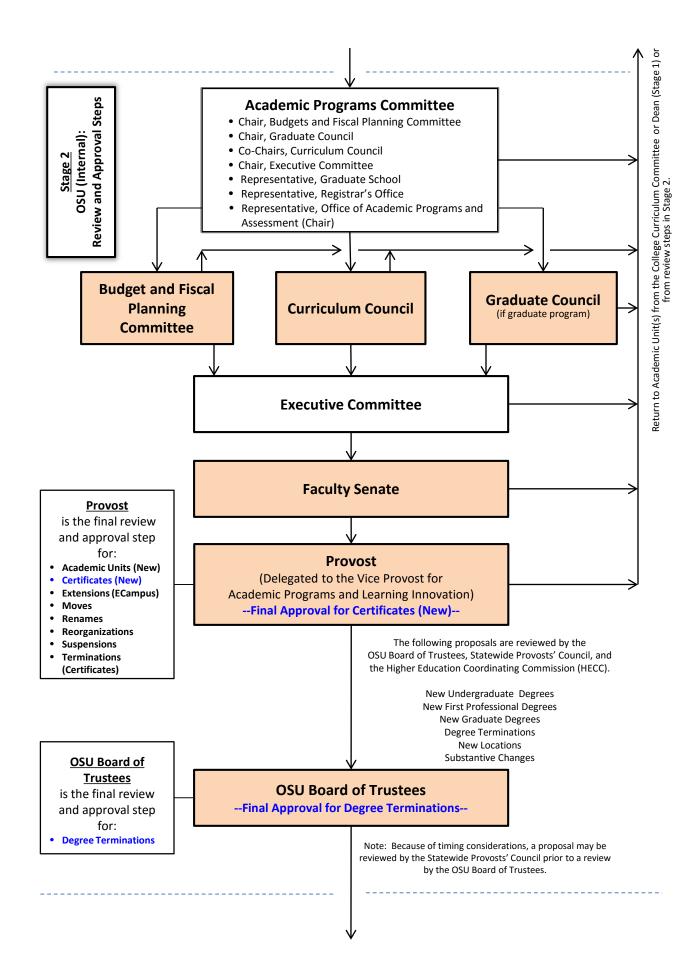# New Program Proposal Workflow Chart

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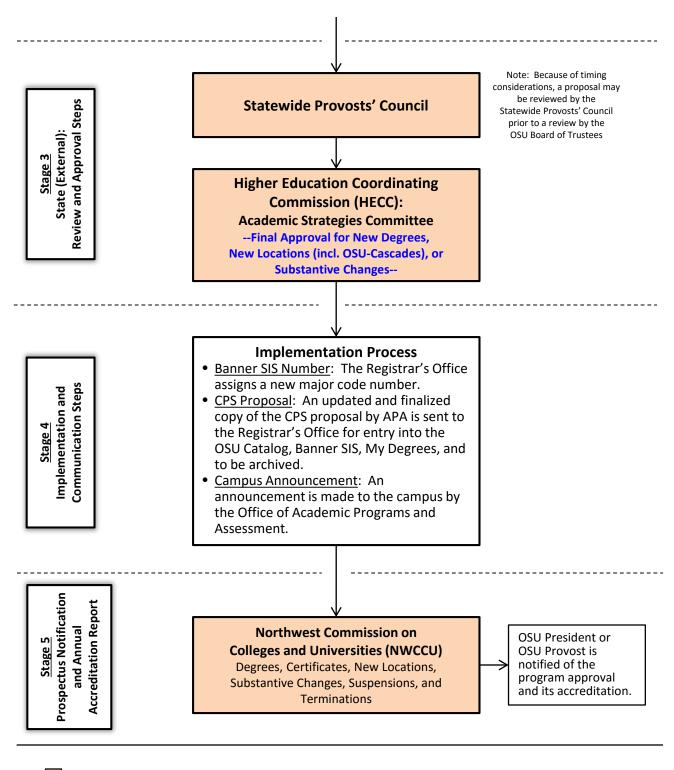
**Review and Approval Process for Degree, Certificate,
New Location, and Substantive Change Proposals**

[Full and Abbreviated Category I Proposals]

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

Stage 0: Proposal Preparation

Office of Academic Programs and Assessment (APA)
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	**Budget Tables**	**Ecampus**	**Library Evaluation**	**Space/Facilities Evaluation**
Input from higher education 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.) [Minimum: 1]	Preparation by the academic unit's **Business Center** (for new programs and some academic unit changes)	If program intends to develop an Ecampus offering, obtain an Ecampus letter of confirmation	Evaluation by the **Valley Library** (for new degree and certificate programs)	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 review steps in Stage 2.

1

Office of Academic Programs and Assessment
[Undergraduate Assessment]
Review and approval of the Undergraduate Program Learning Outcomes and Assessment
[Attach Annual Assessment Report]

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

Liaison Contacts

Input from Faculty and Administrators
(i.e., internal comments from OSU)

The list of Liaison Contacts are identified in the CPS proposal by the originator. The CPS allows two (2) weeks for liaison review.
[Minimum: 1]

- Undergraduate degrees and certificates,
- graduate certificates,
- first professional degrees

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

College Curriculum Committee
(or delegated individual)

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

Return to Academic Unit(s) from the College Curriculum Committee or Dean (Stage 1) or from review steps in Stage 2.

Academic Programs Committee
- Chair, Budgets and Fiscal Planning Committee
- Chair, Graduate Council
- Co-Chairs, Curriculum Council
- Chair, Executive Committee
- Representative, Graduate School
- Representative, Registrar's Office
- Representative, Office of Academic Programs and Assessment (Chair)

Return to Academic Unit(s) from the College Curriculum Committee or Dean (Stage 1) or from review steps in Stage 2.

Budget and Fiscal Planning Committee

Curriculum Council

Graduate Council
(if graduate program)

Executive Committee

Faculty Senate

Provost
is the final review and approval step for:
- **Academic Units (New)**
- **Certificates (New)**
- **Extensions (ECampus)**
- **Moves**
- **Renames**
- **Reorganizations**
- **Suspensions**
- **Terminations (Certificates)**

Provost
(Delegated to the Vice Provost for Academic Programs and Learning Innovation)
--Final Approval for Certificates (New)--

The following proposals are reviewed by the OSU Board of Trustees, Statewide Provosts' Council, and the Higher Education Coordinating Commission (HECC).

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

OSU Board of Trustees
is the final review and approval step for:
- **Degree Terminations**

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.

Stage 3
State (External):
Review and Approval Steps

Statewide Provosts' Council

Higher Education Coordinating Commission (HECC):

Academic Strategies Committee

--Final Approval for New Degrees, New Locations (incl. OSU-Cascades), or Substantive Changes--

Stage 4
Implementation and Communication Steps

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 by APA 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 and Assessment.

Stage 5
Prospectus Notification and Annual Accreditation Report

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.