

## **Procedures to Request Establishment of a New Academic Program At North Carolina A&T State University**

The University of North Carolina requires that all new academic programs be approved before a university can establish the degree. The UNC process is totally defined at the web site:

[http://www.northcarolina.edu/content.php/aa/reports/plan\\_intent/doc\\_index.htm](http://www.northcarolina.edu/content.php/aa/reports/plan_intent/doc_index.htm)

North Carolina A&T requires that this web site be studied before beginning the process to establish a new academic degree.

A new degree program can be suggested by any faculty member or group of faculty.

Considering the University's vision, mission and goals established by our Futures planning process, any new program, in general, should be interdisciplinary in nature. The process outlined below begins when the UNC-GA has formally approved the planning of the new doctoral degree or has been notified that we are planning a new bachelor's or master's degree. These procedures must be followed in order for the Provost to officially request planning or establishment of a new degree.

1. The Provost appoints the Establishment Committee with appropriate consultation with the Deans. Faculty representatives from appropriate schools, colleges and faculty groups are selected to be on the Committee. Special consideration will be given to members of the Planning Committee. A chair and other officers are elected by the Committee. The Provost is notified of the election and informs all Deans and others who may be interested.
2. The Establishment Committee studies the UNC process and the planning proposal and begins its planning of the establishment of a new degree through regular and called meetings. Every attempt must be made to include all interested Schools/Colleges in the discussion. Minutes and draft proposals will be posted on an appropriate web site as necessary.
3. The Establishment Committee prepares the appropriate form from the UNC web site listed above.
4. After the form is properly completed and reviewed by the Provost's Office, a meeting will be called to discuss the proposal. The meeting will be open to all faculty, staff, and administrators. The Committee will present the proposal and answer questions concerning the proposal.
5. The Committee meets to review comments and makes any necessary changes to improve the proposal. The results of this review will be posted on the web for comments for ten business days following an announcement that it has been posted. Any comments must be emailed to the Committee by the end of the posting period.
6. At the end of the first posting period, the Committee will meet and resolve any comments. Editorial comments of style and grammar will be handled by the Committee. Comments concerning content will be addressed by the Committee and posted on the web. Any changes in the proposal will be noted on the second posting. Anyone objecting to any changes will have ten business days to respond to the Committee.
7. At the end of the second posting, the Committee will prepare a formal report to the Deans who will be given the opportunity to remove their school/college from the proposal. All

Deans supporting the proposal will sign the proposal, which is then submitted to the Provost for approval.

8. The Provost reviews the proposal submitted by the Committee and approved by the appropriate Deans. If the Provost does not approve the proposal he/she responds with the reasons for denial and suggests further action. If the Provost approves the proposal, he/she will follow the required UNC-GA procedures for proper approval for the new degree.