Adding a Location to an Already Existing Academic Program
Request, Review and Approval Process

Phase 1: Proposal of Concept

- Initial Concept/Idea Submission
  - Represents the presentation of a concept and whether a full proposal should be pursued.
  - Complete the "Concept Proposal" Section of Form.
  - Submit to Curriculum.Assessment@nau.edu.
  - C&A obtains e-mail approval for proposal submission from Academic Unit Leader and Dean.

- Approval to Pursue Full Proposal

- R&D Meeting
  - Identify all Processes, Proposals and Approvals Required for Concept
  - Identify all Processes, Proposals and Approvals that will be Needed
  - Convenes NAU Academic and Non-Academic Areas Appropriate to the Concept Proposal
  - Result of Meeting: Action Plan and Timeline to complete a Full Proposal.

Phase 2: Parallel Curriculum and Full Proposal Processes

- A. Submission of Full Proposal for Provost Team Review
  - Final Review; Approval to go to ABOR

- B. Submission of Plan Change Form for Curriculum Proposal Process
  - Informational Item for Curriculum
    - Vote not required for launch

- ABOR Review and Vote
  - If entirely new location, HLC Substantive Change Approval is required

- New Program Launch (First Enrollment of Students)

- Proposal Denial, Pause, or Requests for Revisions