

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

ABOR Review and Vote

If entirely new location, HLC Substantive Change Approval is required

New Program Launch (First Enrollment of Students)

B. Submission of Plan Change Form for Curriculum Proposal Process

Informational Item for Curriculum
Vote not required for launch

Proposal Denial, Pause, or Requests for Revisions