**New Academic Program Checklist**

Meet With Curricular Affairs

* Overview of governance approval processes, market data report, timelines, etc.

Preliminary Proposal (for majors only):

* Complete form and return to Curricular Affairs. Provost’s Office will review; approval required to proceed with full proposal.

Connect With Campus Partners:

* Arizona Online or Near You Network (if applicable)
* [University Fees](https://academicadmin.arizona.edu/university-fees/deadlines) (if applicable)
* Submit [Provisioning request](https://uarizona.service-now.com/accessflow) for access to the Academic Program Workflow in UAccess
* Submit request for Training for UAccess Academic Program Workflow via [curricular\_affairs@list.arizona.edu](mailto:curricular_affairs@list.arizona.edu)
* Build Learning Outcomes and Assessment Plan w/ University Center for Assessment, Teaching, and Technology (UCATT)
* Meet with [college marketing representatives](https://docs.google.com/spreadsheets/d/1ujSX9oJ8NRzFhRlGomThUVWaj529UBalZSQJx52WR3g/edit#gid=2119401250)/team to discuss program name, search keywords, and description

[Gather Documents](https://academicadmin.arizona.edu/curricular-affairs/new-academic-program):

* Workflow Input (this information will be entered directly on UAccess, use template for planning purposes)
* Curricular Form (Program Specific Form)
* Peer Comparison
* Budget Projection
* Learning Outcomes and Assessment Plan (from UCATT)
* ABOR Program Request (for majors only)
* Form to use courses/notify programs of opportunities to collaborate or express concerns

Submit Proposal (with approval of preliminary proposal):

* Submit all proposal document drafts (unsigned, in original .doc or .xlsx formats) to [curricular\_affairs@list.arizona.edu](mailto:curricular_affairs@list.arizona.edu) for feedback
* Obtain signatures where required once Curricular Affairs approves revised drafts; attach proposal documents to UAccess Add Academic Plan workflow and submit.

Approvals Needed (varies depending on type of proposal, please review on [New program page](https://academicadmin.arizona.edu/curricular-affairs/new-academic-program)):

* Home Department(s)
* Home College(s)
* Online/Distance (if applicable)
* Undergraduate Council (UGC)
  + Academic Programs Subcommittee of UGC
* College Academic Administrator Council (UCAAC/GCAAC)
* Graduate Council
  + GPERC
* Faculty Senate
  + Senate Executive Committee
* Arizona Board of Regents (ABOR)
  + University Governance and Operations Committee

Post-Approval:

* CA sends approval memo to campus via [acad\_org\_changes@list.arizona.edu](mailto:acad_org_changes@list.arizona.edu)
  + If UGRD, Program Manager requests ADVIP build via Curriculum Update Module in UAccess, adds to Curriculum Update Program/Plan list, and facilitates advisor access for annual update.
  + OTR creates all identification info (i.e., plan code(s), campuses, CIP code, etc.) for new program and sends notification reply to original memo of approval
  + For Grad, CA sends program proposal to ACP in OTR for catalog page build
  + Graduate Admissions & Degree Services builds program information in graduate information tables in UAccess for degree audit purposes
  + CA updates Academic Program Inventory to list new majors
  + CA updates Pipeline AZ
  + CA sends proposal to Kat Francisco to assist with WSCUC approval
* OSFA/Bursar’s adds new program into their process/tables
* Admissions sets up application for either grad (GradApp) or undergraduate admissions
* If ONLN, admissions team sets up application
  + Update webpages/marketing
* Undergraduate ADVIP built by UITS Business Analysts
  + UGRD advisors review and approve new ADVIP
  + catalog page(s) developed by OTR
  + BAs add majors to Degree Search
* Departments build or publish webpages
* Directors of Advising update Advisor Table (if undergraduate)
* Graduate Admissions & Degree Services (GrADS) assigns Directors of Graduate Studies to the Graduate Admissions Guide online
* Advising Resource Center adds new program to their directory (if undergraduate)
* Diplomatic (OTR) adds plan code and signature input for program to issue diplomas