Review Process for Creating, Extending, Relocating, Consolidating, Renaming, or Discontinuing a Degree, Changing a Degree Type, or Aligning Degree Name with Academic Plan

**Pre-Proposal Phase** (Goal: 14 days)

- **Notice of Intent (NOI)**
  - Prepared by Department, Program, or Campus
  - Approved by Chair & Dean, and, if applicable, Chancellor and/or Vice President of Global Campus

  - **Graduate School**
    - Review and make recommendation

  - **Undergrad Education**
    - Review and make recommendation

  - **Provost**
    - Circulates to Grad School, UG Education, Colleges, & Campuses
    - Considers recommendations and comments
    - Authorizes/does not authorize preparation of full proposal
    - If NOI approved, adds degree title to ICAPP* grid

  - **Colleges and Campuses**
    - Review and Comment

*Interinstitutional Committee on Academic Program Planning

**Full Proposal - Provost Phase** (fulfilled by NOI for lesser changes) (Goal: 14 days)

- **Full Proposal**
  - Prepared by Department, Program, or Campus
  - Approved by Chair, Dean, and, if applicable, Chancellor and/or Vice President of Global Campus

  - **Budget Office** (if needed)
    - Librany (if needed)
    - IR (if needed)

  - **Provost**
    - May conduct external review
    - Signs and forwards to Faculty Senate
    - Forwards Summary to ICAPP (30-day Comment Period)

- **Undergraduate Education**
  - **Undergraduate Education**
  - Assessment Office (only undergrad programs)

**Full Proposal - Faculty Senate Phase** (Goal: 60 days)

- **Faculty Senate Office**
- **Senate Budget and Library Committees**
- **Catalog Subcommittee**
- **Faculty Senate for Action**

**Provost Notifies**
- Department, College, and Involved Colleges
- Regents
- Washington Student Achievement Council
- Council of Presidents – ICAPP
- NWCCU

Revised: 7/17/15