Sample Timeline for Developing a New Academic Program at UNC Chapel Hill

BACHELOR'S DEGREES

It is expected that prior to beginning any formal planning, the program will consult with The Office of Undergraduate Curricula to discuss the proper procedures and documentation necessary for a successful academic planning process.

Phase I: Request for Preliminary Authorization

#	TASK	Timeframes
1	Request for Preliminary Authorization New Academic Degree Program (PA) proposal developed and approved by program; uses Request to Establish (RE) template as a guide	
2	PA reviewed and approved by department/curricula, chair, and dean of School/College	
3	Submit PA to Office of Undergraduate Curricula for Program Committee and Administrative Boards of The General College and College of Arts and Sciences review and approval	Meets 6x/6x annually
4	If approved, revised PA is forwarded to Provost's Office for review	
5	Provost reviews PA and reports on progress to Faculty Council, as appropriate	Meets monthly
6	Provost reviews PA and recommends Chancellor approval	
7	Chancellor endorses PA and submits to UNC System via online portal; also provides progress report to the Board of Trustees, as appropriate	
8	UNC System responds to the campus with questions or with approval to submit RE	1-2 months

Phase II: Request to Establish

#	TASK	Timeframes
1	Request to Establish New Academic Degree Program (RE) proposal prepared based on feedback from various levels of review; finalize plans for courses, faculty, and resources; receive approval by program; uses RE template	
2	RE reviewed and approved by department/curricula, chair, and dean of School/College	
3	Submit RE to Office of Undergraduate Curricula for Program Committee and Administrative Boards of The General College and College of Arts and Sciences review and approval	Meets 6x/6x annually
4	If approved, revised RE is forwarded to Provost's Office for review	
5	Provost reviews RE and reports on progress to Faculty Council, as appropriate	Meets monthly
6	Provost reviews RE and recommends Chancellor approval	
7	Chancellor endorses RE and submits to UNC System via online portal; also provides progress report to the Board of Trustees, as appropriate	Within 4 months from LI approval
8	UNC System reviews and asks for additional information or forwards for statewide review and feedback period; campus is notified of any issues raised in the review	2-3 months
9	UNC System submits RE to BOG Committee on Educational Planning, Policies & Programs for approval and recommendation to full BOG	1-2 months
10	RE granted by Board of Governors	