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

DOCTORAL – RESEARCH or APPLIED

It is expected that prior to beginning any formal planning, the program will consult with The Graduate School to discuss the proper procedures and documentation necessary for a successful academic planning process. Tuition approvals follow a separate 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 Dean of School/College	
3	Submit PA to Graduate School Dean's office for Academic Policy Committee and Administrative Board of The Graduate School review and approval	Meets 6x/4x annually
4	If approved by Graduate School, revised PA is forwarded to Provost's Office for review; engages New Program Consulting Team for campuswide review	Meets as needed
5	PA is revised and returned to the Provost; reports on progress to Faculty Council and CFO, as appropriate	
6	Provost approves 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 and forwards to the statewide Graduate Council for review and approval; see next page for options	Meets 4x annually; expect 2-5 months
9	UNC System or BOG approves and provides approval to submit RE	

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 Dean of School/College	
3	Submit RE to Graduate School Dean's office for Academic Policy Committee and Administrative Board of The Graduate School review and approval	Meets 6x/4x annually
4	If approved by Graduate School, revised RE is forwarded to Provost's Office for review; engages New Program Consulting Team for campuswide review	Meets as needed
5	RE is revised and returned to the Provost; reports on progress to Faculty Council, as appropriate	
7	Provost reviews RE and recommends CFO and Chancellor approval	
8	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 PA approval
9	UNC System reviews and asks for additional information or forwards to selected external reviewers; campus is notified of any issues raised in the reviews and statewide Graduate Council referral	4-6 months
10	UNC System submits RE to BOG Committee on Educational Planning, Policies & Programs for approval and recommendation to full BOG	Feb/May/Sept/Nov
11	RE granted by Board of Governors (academic approval)	

UNC System Office (SO) Process for Planning and Establishment of New Doctoral Degree Program:

Request for Preliminary Authorization (PA) for New Academic Degree Program
Request for Authorization to Establish (RE) for New Academic Degree Program

PA Review	PA submitted to SO *SO acknowledges receipt **within 48 hrs.***	***Within six weeks***	SO responds that proposal is complete *or* SO requests information; campus replies ***within four weeks***	Completed PA is forwarded to the UNC Graduate Council for review and discussion/vote at the ***next quarterly*** Graduate Council meeting	***Within two weeks***	If Council vote is positive, SO will review the proposal *or* If Council vote is negative, campus may revise and re-submit PA; Campus re-submits ***within four weeks***	SO approves and invites submission of RE	Campus submits RE ***within four months***

RE Review	RE submitted to SO *SO acknowledges receipt **within 48 hrs.***	***Within four weeks***	SO responds that proposal is complete *or* SO requests information; campus replies ***within four weeks***	Completed RE is forwarded by SO to selected external reviewers	***Within ten weeks***	External reviews sent to campus Graduate Council given access to external reviewers' comments	***Next mtg*** ***Next mtg***	Proposal presented to Graduate Council for discussion/vote *or* If utilized, Graduate Council Subcommittee will respond to SO	SO reviews to make rec to EPPP Cmte; campus replies ***within four weeks*** to any requests for info

BOG Action	Upon SO recommendation degree program brought to next EPPP Committee meeting	Upon EPPP Committee approval degree program brought to next BOG meeting	BOG acts on EPPP Committee recommendation