Sample Timeline for Developing Academic Programs at UNC Chapel Hill

DISTANCE EDUCATION (for existing graduate programs)

It is expected that prior to beginning any formal planning, the Department will consult with The Graduate School to discuss the proper procedures and documentation necessary for a successful academic planning process.

Phase I: Notification of Intent to Plan

#	TASK	Timeframes
1	Notification of Intent to Plan (NP) proposal developed and approved by program; uses Appendix F and Appendix G templates	
2	NP reviewed and approved by Dean of School/College	
3	Submit NP to Graduate School Dean's office for Academic Policy Committee and Administrative Board of the Graduate School review and approval	Meets 4x/4x annually
4	If approved by Graduate School, revised NP is forwarded to Provost's Office for review	
5	Provost reviews NP and reports on progress to Faculty Council and Chancellor, as appropriate	
6	Provost endorses NP and submits to UNC-GA or via online portal; also directs the Office of Institutional Research to notify COC/SACS using substantive change procedures	May be submitted one month before RE and three months before date of establishment

Phase II: Authorization to Establish

#	TASK	Timeframes
1	Request for Authorization to Establish (RE) proposal prepared based on feedback from various levels of review; finalize plans for courses, faculty, and resources; receive approval by program; uses Appendix G template	May be submitted 1 month after NP and two months before date of establishment
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 4x/4x annually
4	If approved by Graduate School, revised RE is forwarded to Provost's Office for review	
5	Provost reviews RE and reports on progress to Faculty Council and Chancellor, as appropriate	
6	Provost endorses RE and submits to UNC-GA or via online portal; also directs the Office of Institutional Research to notify COC/SACS using substantive change procedures	
7	RE reviewed and approved by UNC-GA	

Note: If the proposal to plan and establish a distance education degree program is for a new academic degree not currently offered at UNC Chapel Hill, the regular Academic Program Development Procedures will be followed along with the Policies for Distance Education Programs.