

## **PROCESS TO ADD NEW PROGRAMS AND PLANS IN SIS**

### **For policy changes**

1. An academic Department requesting a change in policy, must submit a written request to the Undergraduate Policy Committee (UPC) or the Graduate Academic Policy Committee (GPAC) of the Faculty Senate for approval.
2. If approved by the Senate Committee, the proposed change is presented by the UPC or GPAC to the Executive Committee of the Faculty Senate.
3. If approved by the Executive Committee of the Faculty Senate, the proposed change is presented to the Faculty Senate.
4. If approved by the Faculty Senate, the proposed change is presented to the Office of the Provost.
5. If approved by the Office of the Provost, the registrar will make necessary changes in SiS and in the appropriate academic catalogues with notification to all interested parties.

### **For new minors, concentrations, options, Specializations or Track, Change in Degree title and new Certificates (Grad and CSCE)**

1. After receiving appropriate College Approvals, departments submit requests for new programs to the Undergraduate Policy Committee (UPC) or the Graduate Academic Policy Committee (GPAC) of the Faculty Senate for approval.
2. If approved by the Senate committee, the proposed new program is presented by the UPC or GPAC to the Executive Committee of the Faculty Senate.
3. If approved by the Executive Committee of the Faculty Senate the request is presented to the Faculty Senate.
4. If approved by the Faculty Senate the registrar completes the appropriate Department of Education Forms and submits them to the Office of the Provost for necessary signatures. The forms are then submitted to the Office of the President who submits to the Department Of Higher Education.
5. If approved by the President's Office and the Department of Higher Education the registrar will make necessary changes in SiS and in the appropriate academic catalogues with notification to all interested parties.
6. Changes will go into effect 60 days following the approval of the President's office