Conceptual Discussion involving discipline faculty, Departmental Chair or Director, College Dean, and Associate Provost must take place before this process may be processed.

**Expedited Review** items with a non-academic catalog change form must not affect more than 10% of the program or major.

- **New Programs & Significant Modifications to Programs**
  - Complete memo with justification, signed by Department Chair or Director, to the Dean to attach to Conceptual Approval form
  - Meet with Associate Provost to complete Conceptual Approval form. Decision made for the following.
    - **Expedited Review**: Does NOT require ACHE or SACSCOC APPROVAL. Approval required: Associate Provost
    - **Full Review**: WILL require ACHE or SACSCOC APPROVAL. Approval required: Associate Provost, Senior Vice Chancellor of AA

- If NOT approved, process ends here.

- If approved, **Discipline Faculty** create Full Justification to add to APA form for approval in the EchoSign system.

- **Expedited Review** for Approval: Department Chair or Director College Dean IEC Chair Associate Provost Academic Council Chair Senior Vice Chancellor AA
  - Change Implemented once approved

- **Full Review** Approval: Department Chair or Director College Dean IEC Chair Associate Provost Academic Council Chair Senior Vice Chancellor AA
  - Prepare for ACHE and submit through the Associate Provost NISP – (2 months) Full Proposal (8 months)
  - ACHE approval IRPE prepares SACSCOC letter

- If **ACHE** does NOT approve process ends here.

- **SACSCOC Approval**
  - SACSCOC requires additional information
  - IRPE Sends back to initiator to gather addition info
  - IRPE sends received info back to SACSCOC

- If SACSCOC does NOT approve process ends.

- **Changes Implemented**

- **SACSCOC Approval**
  - No further info needed

- **Expedited Review** items with a non-academic catalog change form must not affect more than 10% of the program or major.

- **Full Review**:
  - WILL require ACHE or SACSCOC APPROVAL
  - Approval required: Associate Provost

- If NOT approved, process ends here.

- Items to add and may need to for APA form in EchoSign:
  - Memo Justification
  - Conceptual Approval form
  - Full Justification
  - Draft Program Assessment Plan
  - Catalog Change forms
  - Master course form
  - Teach-Out form

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