Required Documentation for Degree and Other Academic Proposals

• **Individual Proposals Required**: Note that each program element (such as majors, minors, certificates, etc.), even if bundled in a combined proposal, requires separate entry in APPEAR to facilitate appropriate approvals and implementation.
• **Degree Proposals:** Please strive to keep the body the Degree Proposal document (Sections 1-8, excluding Appedices) to 15 or fewer pages. Respond to ALL sections of the proposal, even if to indicate that it does not apply.

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KEY: ✓ = required   O = if applicable

	Proposal Document				Contingent Approvals				Contingent Processes			
	Degree Proposal Form	Certificate Proposal Form	Program Change Request	Other (see notes)	Office of Online Education	University Graduate School	Office of Oversees Programs	Other (see notes)	UAA Enrollment and Budget Projections	UAA Demand Analysis	UIRR CIP Code Review	Articulation Plans for New Baccalaureate Degrees
					- Approval dates must be provided with proposal -							
Degrees: New On-Campus Degree	✓					o	o		✓	✓	✓	o
Degrees: New Online, Hybrid, or Collaborative Degree	✓				✓	o	o		✓	✓	✓	o
Degrees: Add/Change Online Mode (80-99%=Y8, 100%=Y)			✓		✓	o	o				✓	
Degrees: Add/Change Hybrid Mode (50-79%=Y5)			✓		✓	o	o				✓	
Degrees: Name Change			✓			o	o				✓	
Degrees: Credit Hour Change			✓			o	o				✓	
Degrees: CIP Code Change			✓			o	o				✓	
Degrees: Additional in same discipline			✓			o	o				✓	
Degrees: Existing at New Location (non-distance education)			✓			o	o				✓	
Degrees: Dual Degrees (Both Existing)			✓	MOU if with external U		o	o				✓	
Degrees: Splitting Degree Program			✓			o	o				✓	
Degrees: Merge Degree Programs			✓			o	o				✓	
Degrees: Eliminate, Suspend, or Re-instate			✓			o	o				✓	
Stand-Alone Certificates: New On-Campus Certificate		✓				o	o		✓	✓	✓	
Stand-Alone Certificates: New Online and/or Collaborative Certificate		✓			✓	o	o		✓	✓	✓	
Stand-Alone Certificates: Add/Change Online Mode (80-99%=Y8, 100%=Y)			✓		✓	o	o				✓	
Stand-Alone Certificates: Add/Change Hybrid Mode (50-79%=Y5)			✓		✓	o	o				✓	
Stand-Alone Certificates: Name Change			✓			o	o				✓	
Stand-Alone Certificates: Credit Hour Change			✓			o	o				✓	
Stand-Alone Certificates: CIP Code Change			✓			o	o				✓	
Stand-Alone Certificates: Existing at New Location (non-distance education)			✓			o	o				✓	
Stand-Alone Certificates: Dual Certificate (Both Existing)			✓			o	o				✓	
Stand-Alone Certificates: Split Certificate Program			✓			o	o				✓	
Stand-Alone Certificates: Merge Certificate Programs			✓			o	o				✓	
Stand-Alone Certificates: Eliminate, Suspend, or Re-instate			✓			o	o				✓	

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	Degree Proposal Form	Certificate Proposal Form	Program Change Request	Other (see notes)	Office of Online Education	University Graduate School	Office of Oversees Programs	Other (see notes) *- Approval dates must be provided with proposal -*	UAA Enrollment and Budget Projections	UAA Demand Analysis	UIRR CIP Code Review	Articulation Plans for New Baccalaureate Degrees
Area Certificates: New Area Certificate		✓					o	o				
Area Certificates: Name Change			✓				o	o				
Area Certificates: Credit Hour Change			✓				o	o				
Area Certificates: Eliminate, Suspend, or Re-instate			✓				o	o				
Majors/Tracks/Concentrations/Specializations: New			✓				o	o				✓
Majors/Tracks/Concentrations/Specializations: Name Change			✓				o	o				✓
Majors/Tracks/Concentrations/Specializations: Credit Hour Change			✓				o	o				✓
Majors/Tracks/Concentrations/Specializations: Add/Remove from Existing Online, Hybrid, or Collaborative Degree or Certificate			✓		✓		o	o				✓
Majors/Tracks/Concentrations/Specializations: Eliminate, Suspend, or Re-instate			✓				o	o				✓
Minors: New			✓				o	o				
Minors: Name Change			✓				o	o				
Minors: Credit Hour Change			✓				o	o				
Minors: Eliminate, Suspend, or Re-instate			✓				o	o				
Transcript Notations: Add New Transcript Notation Type			✓				o	o	Registrar Council			
Transcript Notations: Modify Existing Transcript Notation			✓				o	o	Registrar Council			
Transcript Notations: Remove Existing Transcript Notation			✓				o	o	Registrar Council			
Branch or Extension Center: New			✓	✓				Naming, Budget				
School: New			✓	✓				Naming, Budget				
School: Name Change			✓	✓				Naming				
Department: New			✓	✓				Naming, Budget				
Department: Name Change			✓	✓				Naming				
Department: Transfer to different School/College			✓	✓				Naming, Budget				
Program: New or Change			✓	✓				Naming, Budget				
Centers/Institutes: New			✓	✓				Naming, Budget				
Centers/Institute: Name Change			✓	✓				Naming				

Other Contingent Approvals:
• **Registrar Council**: (Policy USSS-66) Transcript notation proposals will be forwarded to the University Registrar for for review and information to the Registrars' Council prior to approval .
• **Institutional Naming Committee**: (Policy UA-06) Departmental and other naming proposals will be forwarded to the Institutional Naming Committee for review and approval , if required.
• **Organizational Budgets**: For departmental and other academic structures, organizational budgets (creation or modification) must be reviewed through the Assistant VP for Administration prior to approval.