Proposal Development by Faculty in an Academic Unit
College, School, Department, or Program

Office of Academic Programs and Assessment (APA)
Recommended review of the draft proposal prior to distribution to:
- external contacts (for Letters of Support)
- business centers (for Budget Tables)
- Ecampus (if applicable)
- Valley Library (for Library Evaluation)
- Office of Capital Planning and Development (for Space/Facilities Evaluation)

Proposal documents posted to the Curriculum Proposal System (CPS) by the academic unit

Academic Unit(s) Revisions and Updates

Letters of Support
Input from higher education institutions as well as public and private entities (all external to OSU).
(Note: Letters of Support can continue to be gathered and posted to the CPS as the proposal goes through the Stage 1 liaison review process.) [Minimum: 1]

Budget Tables
Preparation by the academic unit’s Business Center (for new programs and some academic unit changes)

Ecampus
If program intends to develop an Ecampus offering, obtain an Ecampus letter of confirmation

Library Evaluation
Evaluation by the Valley Library (for new degree and certificate programs)

Space/Facilities Evaluation
Review by the Office of Capital Planning and Development (for new degree or certificate programs or changes to existing space/facilities needs)

Return to Academic Unit(s) from the College Curriculum Committee or Dean (Stage 1) or from review steps in Stage 2.
Stage 1: Academic Unit(s):
Review and Approval Steps

Liaison Contacts
Input from Faculty and Administrators
(i.e., internal comments from OSU)

The list of Liaison Contacts are identified in the CPS proposal by the originator. The CPS allows two (2) weeks for liaison review.
[Minimum: 1]

External Review
for new graduate degree proposals
followed by an academic unit response
[Note: The External Review can occur either before or after the College Curriculum Committee.]

Graduate degree proposals only

College Curriculum Committee
(or delegated individual)

Academic Unit Head, Chair or Director
and College Dean
[Transmittal Sheet]
(generated after above steps, then signed)

Graduate School
[Graduate Assessment]
Review and approval of the Graduate Program Learning Outcomes and Assessment
[Attach Appropriate Matrix]

Office of Academic Programs and Assessment
[Undergraduate Assessment]
Review and approval of the Undergraduate Program Learning Outcomes and Assessment
[Attach Annual Assessment Report]

Return to Academic Unit(s) from the College Curriculum Committee or Dean (Stage 1) or from review steps in Stage 2.

- Undergraduate degrees and certificates,
- graduate certificates,
- first professional degrees

Undergraduate Assessment

Graduate Assessment

External Review

The following proposals are reviewed by the OSU Board of Trustees, Statewide Provosts’ Council, and the Higher Education Coordinating Commission (HECC).

- New Undergraduate Degrees
- New First Professional Degrees
- New Graduate Degrees
- Degree Terminations
- New Locations
- Substantive Changes

Note: Because of timing considerations, a proposal may be reviewed by the Statewide Provosts’ Council prior to a review by the OSU Board of Trustees.
Statewide Provosts’ Council

Higher Education Coordinating Commission (HECC): Academic Strategies Committee
---Final Approval for New Degrees, New Locations (incl. OSU-Cascades), or Substantive Changes---

Implementation Process
- **Banner SIS Number**: The Registrar’s Office assigns a new major code number.
- **CPS Proposal**: An updated and finalized copy of the CPS proposal by APA is sent to the Registrar’s Office for entry into the OSU Catalog, Banner SIS, My Degrees, and to be archived.
- **Campus Announcement**: An announcement is made to the campus by the Office of Academic Programs and Assessment.

Northwest Commission on Colleges and Universities (NWCCU)
Degrees, Certificates, New Locations, Substantive Changes, Suspensions, and Terminations

OSU President or OSU Provost is notified of the program approval and its accreditation.

Approval Step

*Note: Occasionally, the workflow will be modified due to a proposal priority or to scheduling issues.*

*Source: OSU Office of Academic Programs and Assessment\gb (3-12-15; rev. 5-5-15; 5-15-15; 6-17-15; 8-13-15; 08-31-15; 9-1-15; 9-9-15; 10-1-15; 12-11-15; 3-25-16; 2-16-17; 9-26-17)*

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