



CHAPMAN UNIVERSITY

NEW PROGRAM PROPOSAL FORM

Undergraduate Majors/Graduate Degrees

School

Department

Contact Person for Program Proposal

Degree Name

Emphasis

A letter of intent for new program proposals must be submitted to the current Chair of the Faculty Academic Council (FAC) or the current Chair of the Graduate Studies Council (GSC) as appropriate, with copies to the Chair of the Long-Range Planning Council, the Faculty Senate (SEB), Vice Chancellor for Academic Administration and the Office of the Chancellor Financial Operations Manager by May 15 for fall review of the new program proposal.

Submit this form with the proposal for a new program to the Chairs of the Faculty Academic Council or Graduate Studies Council as appropriate and the Faculty Long-Range Planning Councils by September 1. The academic unit is responsible for obtaining the signatures of the unit faculty, Curriculum Committee and the Dean. The President of the Senate and the Chancellor's Office are responsible for obtaining the subsequent signatures. In the case of inter-disciplinary programs, the proposal should be reviewed by the unit faculty, the curriculum committees and the Deans of all the units which contribute to the program.

Please refer to the instructions for new program proposals in the [Curriculum Handbook](#).

Checklist and Required Signatures for New Program Proposal

Before September 1st

Checklist	Date	Consultation/Approval	Signature (*required)
<input type="checkbox"/>	_____	<i>Approval</i> of unit faculty and date of approval meeting	* _____
<input type="checkbox"/>	_____	<i>Consultation</i> with Office of the Chancellor Financial Operations Manager to review budgetary issues	
<input type="checkbox"/>	_____	<i>Consultation</i> with Vice Chancellor for Institutional Planning and Assessment regarding potential accreditation issues (e.g., “substantive change”)	
<input type="checkbox"/>	_____	<i>Consultation</i> with Enrollment Services regarding projected enrollments	
<input type="checkbox"/>	_____	<i>Consultation</i> with Office of Admission regarding student recruitment enrollments	
<input type="checkbox"/>	_____	<i>Consultation</i> with Library representative/liaison to department to ensure availability of adequate resources	
<input type="checkbox"/>	_____	<i>Consultation</i> with IS & T regarding computing and technology needs	
<input type="checkbox"/>	_____	<i>Consultation</i> with Office of EVP/COO and if necessary with Legal Affairs (for new international and joint programs in particular)	
<input type="checkbox"/>	_____	<i>Approval</i> of Curriculum Committee	* _____
<input type="checkbox"/>	_____	<i>Approval of Dean</i>	* _____

After September 1st

Checklist	Date	Consultation/Approval	Signature(*required)
<input type="checkbox"/>	_____	<i>Approval</i> by LRPC	* _____
<input type="checkbox"/>	_____	<i>Approval</i> by FAC/GSC	* _____
<input type="checkbox"/>	_____	<i>Approval</i> by Faculty Senate	* _____
<input type="checkbox"/>	_____	<i>Approval</i> by EVP/COO	* _____
<input type="checkbox"/>	_____	<i>Approval</i> by Chancellor	* _____
<input type="checkbox"/>	_____	<i>Approval</i> by Academic Committee of BOT	* _____
<input type="checkbox"/>	_____	<i>Approval</i> by Finance & Budget Committee of BOT	* _____
<input type="checkbox"/>	_____	<i>Approval</i> by Board of Trustees	* _____